

SELF-MANAGEMENT AND WELLNESS

Quality organizations begin with quality individuals.

The following section contains self-study programs which can help you develop as an **individual**.

Regardless of your position in the organization, you must first strive for excellence in yourself before you can be an effective team member or begin to manage or lead others.

This group of programs has been selected to help you do just that. Whether it is exploring career options, improving your communication with others, dealing with a health issue with yourself or family member, reducing your stress, or managing your time...you can find a course which will address your need.

Many of the programs in this catalog inter-relate, so be sure to examine all of the offerings contained in the other sections of this catalog, including:

**COMMUNICATIONS and INTERPERSONAL EFFECTIVENESS
LEADERSHIP and MANAGEMENT OF OTHERS
TOTAL QUALITY and ORGANIZATIONAL EFFECTIVENESS**

If you have questions or need assistance in course selection, contact The Learning Center at 3-2996/2997 or email us at learningcenter@lerc.nasa.gov.

SELF-MANAGEMENT AND WELLNESS

CAREER DEVELOPMENT and PERSONAL GOAL SETTING

	Page	Course Number
Career Development Strategies for Women	5	3B0005
NEW HR Forum: Competitive Placement Process for Non-Supervisors	6	4C0236
Effective Answers to Interview Questions	7	8B0012
NEW Emotional Intelligence	8	8G1048
NEW Emotional Intelligence at Work	9	8G1049
NEW Finishing First: Promotable Person's Guide to Success	10	8G1093
Franklin: Discovery – Focus On Values and Goals	11	8G0981
Franklin: Finding Your Values, Reaching Your Goals	12	8G0351
How to Set and Achieve Goals	13	8G0371
Interviewing Skills for Professionals	14	8B0116
Interviewing Skills for Executives	15	8B0117
Interviewing Skills for Non-Exempt Staff	16	8B0118
It's Your Career	17	8B0114
Negotiating Your Job Offer	18	8B0120
Networking Process	19	8B0119
NEW Promoting Yourself in the Workplace	20	8G1086
Psychology of Achievement	21	8G0193
Researching The Job Market	22	8B0121
Service Beyond: Surviving "Rightsizing"	23	4Z0139
Taking Charge of Your Job Search	24	8B0115
Up is Not the Only Way	25	8B0004
USA Careers: A Career Development and Competency Tool	26	5P0046
Waitley on Winning	27	8G0776
Where Do I Go From Here?	28	8B0011

LEARNING SKILLS

Breakthrough Learning Skills	29	8G0972
Evelyn Wood: Reading Dynamics	30	8G0412
GMAT Verbal Review	31	4A0377
GMAT Math Review	32	4A0378
NEW GRE Test Preparation: PowerPrep Software	33	8Z0751
Memory Power	34	8G0770
Vocabulary Program	35	8H0195
Where There's a Will There's An A	36	8G0617

RETIREMENT ISSUES

Federal Retirement Calculation Program (FRC-CALC)	37	5P0042
It's Your Future – Are You Ready?	38	8B0114
Planning for Creative Retirement	39	8G0591

PROFESSIONALISM

Business Casual	40	8G0791
NEW Executive Presence for Women	41	8G1092
Projecting a Professional Image	42	8G0370
NEW Up Your EQ: Etiquette Essentials for Professionals	43	8G1090

EMPLOYEE ASSISTANCE, HEALTH, and WELLNESS

Achieving Balance: Handle the Stress of Work & Family Life	44	8G0411
NEW Alzheimer's: Lost in the Mind	45	8G1063
NEW Caregivers: Take Care of Yourself	46	8G1065
Cholesterol Control	47	8G0308
NEW Depression and Manic Depression	48	8G1033
Eldercare: How to Help Your Aging Family Members	49	8G0410
NEW Federal HR Forum: Dependent Eldercare	50	5P0057
Fitness	51	8G0311
Fitness and Wellness	52	4R0815
NEW Healing Adult Children (Series)	53-54	8G1030
NEW Healing Wounded Hearts	55	8G1032
NEW How to Choose a Nursing Home	56	8G1064
NEW On Life and Living: The Hospice Experience	57	8G1035
Permanent Weight Loss	58	8G0191
NEW Sandwich Generation: Behind the Faces	59	8G1066
NEW Sandwich Generation: Bridging the Gap	60	8G1067
NEW Sandwich Generation: Communication	61	8G1068
Shopping Smart	62	8G0307
Taking Personal Action Home	63	8G0310
Target Zone: Aiming For Whole Body Fitness	64	8G0178
NEW Understanding ADHD	65	8G1031
NEW Understanding Eating Disorders	66	8G1034
Weight Management	67	8G0312
NEW White House Conference on Mental Health	68	8S2968

RELAXATION EXERCISES

Re-Energize Yourself	69	8G0858
Relax, Renew, and Re-energize	70	8G0190
Relaxation: Bodywatch Exercises	71	8G0698
Relaxation: Breathing, Muscle, and Autogenic Relaxation Exercises	72	8G0190
Relaxation: Guided Imagery and Meditations	73	8G0190
Relaxation: Loon Country by Canoe	74	8G0190
Relaxation: Music and/or Environmental Sounds	75	8G0190
Relaxation: Windance	76	8G0190

SELF-ESTEEM and IMAGING

Confidence, Composure, and Competence	77	8G0926
Dawn Flight	78	8E1056
Inner Management: The Importance of Self-Esteem	79	8G0317
Power of Visualization	80	8G0831
Psychology of High Self-Esteem	81	8G0168
Psychology of Human Motivation	82	8G0905
Quiet Mind	83	8G0832
Self-Esteem and Peak Performance	84	8G0192

STARTING YOUR OWN BUSINESS

How to Really Create a Successful Business Plan	85	8B0126
How to Really Start Your Own Business	86	8B0123
How to Succeed in a Home Business	87	8B0124
Women in Business: Risks and Rewards	88	8B0125

STRESS MANAGEMENT

Gaining Control	89	8G0280
Managing Job Stress Series	90	8G0830
Managing Stress	91	8G0755
NEW Managing Stress Through Humor and Choice	92	8G1069
Stress: A Personal Challenge	93	8G0143
Stress Management for Professionals	94	8G0171
NEW Stress Management for Women	95	8G1062
NEW Stress Skills for Turbulent Times	96	8G1061
Stress: You're In Control	97	8G0197
NEW Success with Stress Series	98	8G1044
Wellaware: Choose Wellness	99	8G0292
Wellaware: Personal Environment	100	8G0291
Wellaware: Motivation for Change	101	8G0290

SUBSTANCE ABUSE AWARENESS

Cocaine Update	102	8Z0083
Disease of Alcoholism	103	8G0645
EAP Video Lecture Series	104	8Z0098
Family First: Intro to Co-Dependency	105	8Z0101
Getting Off the Hook: Mngng. Employees w/ Alcohol & Drug Problems	106	8G0646
Marijuana	107	8Z0087
Nicotine Addiction	108	8Z0086
No Butts	109	4R0118
Relationships in Recovery	110	8Z0099
We Can Help 2000	111	8Z0100
Workplace Co-Dependency	112	8Z0084
Workplace Drug Abuse Training for Supervisors and Managers	113	8Z0085
Workplace Alcohol/Drug Training I	114	8Z0088
Workshop for Supervisors and Managers	115	8Z0097

TIME MANAGEMENT

Controlling Interruptions	116	8G0970
Doing It Now	117	8G0305
Franklin Day Planner: An Introduction	118	8G0279
Getting Things Done	119	8G0373
Overcoming Procrastination	120	8G0746

TITLE:	CAREER DEVELOPMENT STRATEGIES FOR WOMEN
DESCRIPTION:	<p>Recorded live via satellite from the 10th annual Coastline Conference for Women, this videotape program is designed to assist women in assessing their present career situation and develop strategies that allow them to maximize their potential and provide long term career satisfaction. Female panelists from management, clerical, technical, and professional areas share their career development experiences in aerospace, communications, and other industries. Program presenters are career consultant Jane Ballback, M.S., and nationally-known career development expert, Carol Leland, Ph.D.</p> <p><u>Course contents:</u> 2 videocassettes Self-Assessment/Participant Workbook.</p> <p>Produced by Coastline Community College in association with PBS National Narrowcast Services and a grant from State Farm Insurance Companies, 1988.</p>
OBJECTIVES:	<p>After completing this program you will be able to</p> <ul style="list-style-type: none"> • Assess your career needs and skills • Identify the types of jobs that match your needs and skills • Discover career options within your organization • Match your career needs with the needs of your organization • Identify your organization's culture and informal networks • Document and communicate your skills and accomplishments • Make a career plan that allows you to be more productive and successful.
PREREQUISITE:	It is recommended that you complete the self-assessment packet prior to viewing the program.
AUDIENCE:	Anyone who wishes to re-energize and/or expand their career options.
LENGTH:	3 hours.

TITLE:	HR FORUM #5: COMPETITIVE PLACEMENT PROCESS FOR NON-SUPERVISORS
DESCRIPTION:	<p>This presentation by Judith Drabik, Program and Policy Office, Office of Human Resources, provides employees with an overview of the NASA Competitive Placement Plan (CPP) process. The presentation focuses on the importance of KSAOC's (knowledge, skills, abilities, and other characteristics) and how they fit into the CPP process. In addition, the session also covers the panel and interview process.</p> <p>This program was videotaped live on September 21, 1999 and is the fifth in a series of Human Resources Forums sponsored by the Office of Human Resources.</p> <p><u>Course contents:</u> 1 videocassette Handout for this presentation can be found on the web at: http://www.lerc.nasa.gov/WWW/OHR/forums.htm</p> <p>Produced by NASA Glenn Research Center, 1999.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> • What is the "CPP" • The CPP process – step by step • The importance of KSAOC's • The panel process • The interview and selection process.
AUDIENCE:	All Civil Service employees at the NASA Glenn Research Center.
LENGTH:	1 hour, 20 minutes.

TITLE: EFFECTIVE ANSWERS TO INTERVIEW QUESTIONS

DESCRIPTION: Answering problem questions is one of the most important issues in the job search process. One study of employers indicates that 90% of all job seekers do not answer questions well. This video uses humor and special effects to teach the process for answering most interview questions. This is more important than simply giving "good" answers that will soon be forgotten. The video covers interview questions which, research has indicated, are asked most often in one form or another and that most people have trouble with. For example:

- Tell me about yourself.
- Why should I hire you?
- What salary do you expect to be paid?

Course contents:

1 videocassette

Participant Guide (reference only)

Instructor's Guide (reference only).

Produced by JIST Works, Inc., 1989.

OBJECTIVES: After viewing this program you will understand

- Which interview questions which are the most common
- Why interviewees have trouble answering these questions
- The process involved in answering interview questions.

AUDIENCE: Employees preparing for a job interview.

LENGTH: 35 minutes.

TITLE: **EMOTIONAL INTELLIGENCE**
By Daniel Goleman

DESCRIPTION: How should we define intelligence? For years, we've looked to the I.Q. test. That's too narrow, says Daniel Goleman, a Harvard Ph.D. and former senior editor of Psychology Today. He proposes a new standard, based on years of research: Emotional Intelligence.

Unlike I.Q., Emotional Intelligence includes qualities such as self-control, drive, enthusiasm, empathy and social awareness. People who have it tend to succeed in careers and relationships; people who don't tend to fail. It is not largely genetic. We can train ourselves and our children to have it, and Dr. Goleman tells us how.

"Impressive in its scope and depth, staggering in its implications."
(Jon Kabat-Zinn, author of "Wherever You Go, There You Are")

Course contents:
9 90-minute audiocassettes (UNABRIDGED)
Read by Barrett Whitener.

Produced by Books-On-Tape, Inc., 1995.

AUDIENCE: Any interested employee.

LENGTH: 13 ½ hours.

TITLE: **EMOTIONAL INTELLIGENCE AT WORK**
By Daniel Goleman

DESCRIPTION: Daniel Goleman's phenomenal New York Times bestseller, Emotional Intelligence changed the way we perceive personal excellence. Now Goleman turns his attention to the way we approach our careers and in doing so redefines the yardstick for success at work. Goleman reveals the skills that distinguish the star performers in every field. From entry-level jobs to top executive positions, the single most important factor is not IQ, advanced degrees or technical expertise. Rather, it is emotional intelligence and the higher up the ladder you go, the more vital it becomes. The good news however, is that we all possess the potential to improve our emotional intelligence at any stage in our career.

"Mr. Goleman is a teacher at ease with his subject...making lively connections between the wealth of new understandings and the riches of older wisdom about our affective lives." (New York Times Book Review)

Course contents:

11 90-minute audiocassettes (UNABRIDGED)
Read by Barrett Whitener.

Produced by Books-On-Tape, Inc., 1998.

AUDIENCE: Any interested employee.

LENGTH: 16 ½ hours.

TITLE:	FINISHING FIRST: The Promotable Person's Guide to Success
DESCRIPTION:	<p>Do you have a job, or are you building a career? In business, the path to promotion or even keeping your job is not always clear or certain. The days of promotion by virtue of putting in your time and doing your job are no longer enough to keep you ahead of the pack. So how can one individual, even the most promotable person, ever hope to get ahead? You do so by knowing how to recognize, take advantage of, and even create opportunities that get you noticed. If you're working toward achieving more than just a paycheck every two weeks, this is the program that will help you. The presenters, Barbara Pachter and Marjorie Brody, know what it takes to make yourself stand out from the crowd and they offer practical advice and lots of examples you can use immediately. No matter what stage of your career you're in, if you want success, you'll want to follow these proven paths to promotion.</p> <p><u>Course contents:</u> 4 audiocassettes Promotable Diary (ref. only).</p> <p>Produced by Pachter and Associates, 1997.</p>
OBJECTIVES:	<p>After listening to this program you will understand how to</p> <ul style="list-style-type: none"> • Assess your potential for being promoted • Improve your leadership skills • Master communication skills • Safely ask for a raise and a promotion • Take charge of your career • Avoid power robbers • Make a good impression.
AUDIENCE:	Anyone who wants to learn the skills necessary to move up in their profession.
LENGTH:	2 hours and 20 minutes.

TITLE:	FRANKLIN: DISCOVERY - FOCUS ON VALUES AND GOALS
DESCRIPTION:	<p>Achieving your goals by spending time on the things that matter most is more easily said than done. "Discovery" is a self-paced training kit that makes identifying what you value and setting goals almost as easy as watching a video. You'll receive everything you need to begin the process yourself, including the "Discovery" videotape, a training guidebook, a values map, and a training audiocassette. Follow Alex, a young cartographer, as he embarks on a journey to find the treasure that exists in the legends of his father. The treasure he finds is worth more than he ever thought possible.</p> <p><u>Course contents:</u></p> <ul style="list-style-type: none"> 1 videocassette 1 audiocassette Discovery Guidebook (reference only) Values Map (reference only). <p>Produced by Franklin Quest, 1996.</p>
OBJECTIVES:	<p>After viewing this program you will understand how to</p> <ul style="list-style-type: none"> • Identify your highest priorities • Set practical goals • Balance the time you spend on your priorities • Build your personal Productivity Pyramid.
AUDIENCE:	Users of the Franklin Day Planner who would like to reap the benefits of setting and achieving goals.
LENGTH:	<p>Videotape: 40 minutes</p> <p>Audiotape: 20 minutes (used to supplement the video).</p>

TITLE:	FRANKLIN: FINDING YOUR VALUES, REACHING YOUR GOALS
DESCRIPTION:	<p>The premise of this videotape focuses on the belief that your life's priorities should be integrated with your daily activities. Based on the Franklin Day Planner system, this program utilizes the "Franklin Productivity Pyramid," which is a visual representation of your direction in life. Through the pyramid, the program encourages you to identify your values, what drives your behavior, and what you want most out of life. Bottom-line result is that by completing the workbook exercises and applying the Pyramid principles, you will begin to create a more successful and productive future for yourself.</p> <p>You do NOT need to own a Franklin Day Planner in order to use or benefit from this videotape program.</p> <p>Additional programs which address the Franklin Day Planner philosophy are Introduction to the Franklin Day Planner and Gaining Control.</p> <p><u>Course contents:</u> 1 videocassette Viewer guidebook.</p> <p>Produced by Franklin International Institute, Inc., 1990.</p>
OBJECTIVES:	<p>After completing this program you will be able to</p> <ul style="list-style-type: none"> • Build your own "Productivity Pyramid" • Identify and prioritize your own governing values • Begin establishing more meaningful goals • Translate everyday tasks into more productive directions.
AUDIENCE:	Anyone wishing to increase their personal productivity.
LENGTH:	48 minutes.

TITLE:	HOW TO SET AND ACHIEVE GOALS
DESCRIPTION:	<p>Setting and achieving goals involves really knowing yourself, knowing what is important to you, and identifying factors in your life that may be holding you back from meeting your life's ambitions. This videotape seminar features Bobbe Sommer, Ph.D., a trained psychotherapist and experienced nationwide speaker on achieving goal fulfillment and happiness. Sommer discusses ways in which our childhood experiences affect our adult decision-making patterns and our motivations throughout life. You are encouraged to create a personal action plan and are provided with techniques to balance short and long term goals.</p> <p><u>Course contents:</u> 2 videocassettes.</p> <p>Produced by CareerTrack Publications, Inc., 1989.</p>
OBJECTIVES:	<p>After completing this program you will</p> <ul style="list-style-type: none"> • Understand how childhood experiences can influence your present-day goal setting • Learn how to eliminate the things in life you don't want • Overcome conditions that make you settle for less than what you are worth • Use two exercises which will help you take action toward turning your "wishes" into reality.
AUDIENCE:	Anyone who wants to gain an understanding of the motivations and values which influence the achievement of their life goals.
LENGTH:	<p>3 hours.</p> <p>Volume 1: 1 hour 35 minutes</p> <p>Volume 2: 1 hour 25 minutes</p>

TITLE:	INTERVIEWING SKILLS FOR PROFESSIONALS
DESCRIPTION:	<p>A recent study shows that 8.5 months is the average time it takes for professionals to find a new job. This video can help shorten this time by teaching how to sell oneself in an interview. Interviewing Skills for Professionals shows real-life examples of job interviews. The instruction provides the transition tools needed to find new jobs faster by mastering the critical steps in the job-search process. It focuses on such key elements as how to handle the most difficult and most commonly asked questions, how to handle a question the job-seeker doesn't want to answer, and much, much more.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by Drake Beam Morin, Inc., 1994.</p>
OBJECTIVES:	<p>After completing this program you will understand</p> <ul style="list-style-type: none"> • How to network • How to handle the informational interview • How to get the appointment • How to dress for a job interview • How to answer the tough questions.
AUDIENCE:	Employees in professional level positions who are interested in seeking new employment.
LENGTH:	1 hour.

TITLE:	INTERVIEWING SKILLS FOR EXECUTIVES
DESCRIPTION:	<p>A recent study shows that 8.5 months is the average time it takes for senior executives to find a new job. This video can help shorten this time by teaching how to sell oneself in an interview. Interviewing Skills for Executives specifically addresses the needs of top-level employees seeking new employment in a similar or better position. It focuses on such key elements as how to handle the most difficult and most commonly asked questions, how to handle a question the job-seeker doesn't want to answer, and much, much more.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by Drake Beam Morin, Inc., 1994.</p>
OBJECTIVES:	<p>After completing this program you will understand</p> <ul style="list-style-type: none"> • How to deal with executive search firms • How to network effectively • How and when to take control of the interview • How to negotiate compensation issues.
AUDIENCE:	Employees in executive level positions who are interested in seeking new employment.
LENGTH:	1 hour.

TITLE: INTERVIEWING SKILLS FOR NON-EXEMPT STAFF

DESCRIPTION: Learning to anticipate and control the intricacies and pitfalls of an interview situation can not only help job seekers find a job but also prevent them from finding the wrong job. This video takes you through every key interview situation, starting with a networking interview with a friend. A well structured networking interview often leads to contacts that will result in finding the right job. Other, more formal interviewing situations are also dramatized, including the Employment Agency interview, the Human Resource Department screening interview and, finally, the decision-maker interview.

Course contents:

1 videocassette.

Produced by Drake Beam Morin, Inc., 1994.

OBJECTIVES: After completing this program you will understand

- The difference between interview situations
- The importance of networking
- How to prepare for an interview
- How the interview situation can be controlled
- How to anticipate and plan for the important questions.

AUDIENCE: Employees who are interested in seeking new employment.

LENGTH: 34 minutes.

TITLE: **IT'S YOUR CAREER**

DESCRIPTION: This videotape examines career development as an organizational system and teaches your role in that system. It will give you concrete tools (Job and Life History Forms) to use in determining your career goals and interests. It also teaches you how to prepare for a career counseling meeting with your manager, as well as participate in such a session. The major goal of this program is to help you accept responsibility for your own career development.

Course contents:

- 1 videocassette
- Leader's Guide (reference only).

Produced by International Training Consultants, Inc., 1991.

OBJECTIVES: After viewing this program you will be able to

- Accept responsibility for your own growth and development within your organization
- Determine your career goals and interests
- Create an action plan for your future goals
- Prepare for a career counseling session with your manager
- Participate in a career counseling session with your manager.

AUDIENCE: Employees interested in the process of developing their career.

LENGTH: 20 minutes.

TITLE: **NEGOTIATING YOUR JOB OFFER**

DESCRIPTION: Negotiation is the process of making arrangements and settling terms through discussion. The process begins when a job offer is received and proceeds as its pluses and minuses are carefully considered. In this video, you will see an actual job offer negotiation session. Each party participates in the process, which results in a package that leaves both the employer and the new employee satisfied.

Course contents:

1 videocassette.

Produced by Drake Beam Morin, Inc., 1991.

OBJECTIVES: After completing this program you will be able to

- Rationally set and prioritize needs
- Determine what the job offer must contain and what can be given up
- Plan a negotiation strategy, including minimal acceptable terms.

AUDIENCE: Employees who are interested in seeking new employment.

LENGTH: 23 minutes.

TITLE: NETWORKING PROCESS

DESCRIPTION: Networking is an important skill to master in finding the job of your choice. Networking, a very misunderstood technique, is not just calling friends and asking if they know of any job openings in your field. This video shows you how to do it right, as a planned, organized series of steps.

Course contents:

1 videocassette.

Produced by Drake Beam Morin, Inc., 1991.

OBJECTIVES: After completing this program you will understand

- How to get the informational interview
- What obstacles to expect
- How to overcome obstacles
- How to set the agenda and structure the meeting
- How to extend your network to ultimately land the job you want.

AUDIENCE: Employees who are interested in seeking new employment.

LENGTH: 20 minutes.

TITLE:	PROMOTING YOURSELF IN THE WORKPLACE
DESCRIPTION:	<p>Self-promotion is a skill that anyone, no matter where you are in your career, would do well to polish. But be careful. The slightest slip-up in trying to draw attention to your talents, contributions or your potential can label you for life as a selfish and self-serving ladder climber. Before you launch your assault on getting a raise, landing a promotion or gaining more responsibility, listen carefully to the advice this audio program has to offer. It gives you proven, practical tips for getting ahead in subtle ways that pack a quiet, understated power.</p> <p><u>Course contents:</u> Two audiocassettes.</p>
OBJECTIVES:	<p>After listening to this program you will</p> <ul style="list-style-type: none"> • Understand why helping others is such a natural way to shine without turning the spotlight on yourself • Learn to take stock of your own talents and abilities honestly, and accurately, so you can volunteer confidently when the situation arises • Discover ways to create the kind of opportunities that will gain you applause for your initiative, imagination and innovation.
AUDIENCE:	All interested employees.
LENGTH:	90 minutes.

TITLE: PSYCHOLOGY OF ACHIEVEMENT

DESCRIPTION: Based on more than twenty years of research on human potential, author and narrator Brian Tracy discusses why some people are more successful than others. The theories and techniques presented will help you understand how to gain a sense of personal fulfillment and individual feeling of success. Subjects include building a positive self-concept, accepting responsibility and taking charge, programming for success, goals and goal achieving, creative problem solving and decision making, and superior human relations.

Course contents:

6 audiocassettes
Participant Handout.

Produced by Nightingale-Conant Corporation, 1984.

OBJECTIVES: After completing this program you will understand how

- Belief systems can shape attitudes and determine outcomes
- Destructive guilt and negative emotions can be detrimental to your efforts
- To develop new thought and action patterns
- To develop specific and balanced goals
- To raise expectations, and in some cases, help to raise performance
- To develop and maintain successful interpersonal relationships.

AUDIENCE: Interested employees.

LENGTH: 6 to 8 hours.

TITLE: RESEARCHING THE JOB MARKET

DESCRIPTION: This video follows three successful job seekers who find their jobs through planned, careful research--much of it publicly available. It shows how they identify their ideal job preferences and prioritize the importance of each element. You'll see how they identify their key sources of information, including observing, listening, and reading. The program emphasizes how the successful job seeker must connect with many people, both existing and newly established contacts.

Course contents:

1 videocassette.

Produced by Drake Beam Morin, Inc., 1991.

OBJECTIVES: After completing this program you will understand

- How to evaluate the job market as a result of your research and use it to find and get the job you want.

AUDIENCE: Employees who are interested in seeking new employment.

LENGTH: 20 minutes.

TITLE:	SERVICE BEYOND: SURVIVING THE “RIGHTSIZING”
DESCRIPTION:	<p>This program utilizes interviews with experts David Noer and Kerry Bunker from the Center for Creative Leadership along with success stories, and 'live' question and answer segments to help people understand the effects of "rightsizing" on the employees who remain with their organizations...the dynamics of "survivor sickness." Learn how to regain your sense of control over your professional life, and meet the demands of working in a downsized organization.</p> <p>Course contents: 1 videocassette. Participant handout.</p> <p>Produced by the Graduate School, USDA Distance Learning Institute, 1996.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> • Organizational strategies to manage the effects of downsizing • How different individuals respond to the stress of downsizing • How to equip employees with the most important skill for job success in the next century—the ability to learn.
AUDIENCE:	All interested employees.
LENGTH:	2 hours and 40 minutes.

TITLE: TAKING CHARGE OF YOUR JOB SEARCH

DESCRIPTION: Leaving a job can be a golden opportunity to re-evaluate goals and values, but even in the best of times, finding a good job is hard work. Having the right tools can mean the difference between success and failure. This video and workbook package guides you through a 7-step program developed by experts. It's objective: to help an individual identify and secure the most appropriate job in the shortest possible time. Subjects covered include: job-search techniques, resume writing, phone calling, networking, and letter writing.

Course contents:

1 videocassette
Planning Book.

Produced by Drake Beam Morin, Inc., 1994.

OBJECTIVES: After completing this program you will be able to

- Identify your strengths
- Choose a suitable field
- Develop a job-search strategy
- Market yourself
- Interview effectively
- Evaluate job offers against needs and wants.

AUDIENCE: Any employee who is contemplating a job change and would like to approach the task pro-actively.

LENGTH: 1 hour.

TITLE:	UP IS NOT THE ONLY WAY
DESCRIPTION:	<p>Career success does not always have to mean getting promoted or "moving up" in an organization. Through this videotape program, nationally-known management consultant and author, Dr. Beverly Kaye, provides alternatives for career development and enrichment of one's current career position. The program discusses career growth opportunities such as lateral moves, job enrichment, exploratory moves, moving down, and moving out.</p> <p><u>Course contents:</u> 1 videocassette Participant Handout Leader's Guide (reference only).</p> <p>Produced by Barr Films, 1988.</p>
OBJECTIVES:	<p>After completing this program you will</p> <ul style="list-style-type: none"> • Recognize that career success is not always a vertical move within an organization • Understand the six types of career moves: vertical, lateral, relocation (moving out), moving down, exploratory, and job enrichment • Understand that effective career discussions demand involvement from both the manager and the employee.
AUDIENCE:	Employees interested in career development options planning; managers and supervisors interested in improving their career coaching skills or supplementing their performance appraisal efforts.
LENGTH:	24 minutes.

TITLE: USACareers: A CAREER DEVELOPMENT AND COMPETENCY TOOL

DESCRIPTION: USACareers is a new ON-LINE tool available to help you assess your skills, develop career and training plans, and find federal jobs. The web site first asks you to select your current job or one of interest. You then can select from one or more of the four options. In the **competency discovery** area, you can assess yourself and also have others assess you against key competencies needed for the job. In the **competency development** option, you can create a career development plan and find training courses to build your skills. The **career exploration** option helps you identify occupations best suited to your interests, and the **job search** option helps you find appropriate federal jobs.

Course contents:

Internet web site: www.usacareers.opm.gov

Produced by the Office of Personnel Management, 1997.

OBJECTIVES: After using this tool you will understand

- The competencies required for your current job
- The competencies required for your desired job
- How you measure against the required skills for your job
- How others measure you against the required skills for your job
- Training programs which will assist you in developing the necessary skills for your current or desired job
- How to use the USACareers tool to explore other careers
- How to use the USACareers tool to search for other government jobs.

AUDIENCE: Although this tool is designed to be used by federal employees, contractor employees may find it useful.

You MUST contact the Learning Center at 3-2996 to obtain a user ID before you can log-on and use the program. A demo version is available without an ID.

LENGTH: Variable.

TITLE: **WAITLEY ON WINNING**

DESCRIPTION: It is generally accepted that your thoughts create your life. The difficulty lies in the fact that knowing it and living it are two different things. Dr. Denis Waitley is best known as author of "The Psychology of Winning", and is a recognized expert on personal excellence and high-level achievement. In this program, he presents ideas on how you can develop a new vision of yourself, your profession, and your personal world.

Course contents:
6 audiocassettes.

Produced by CareerTrack Publications, 1991.

OBJECTIVES: After completing this program you will be able to

- Develop a new, positive vision
- Appreciate yourself
- Concentrate less on circumstances, and more on your response to them
- Focus on the rewards of victory
- Use your creative imagination
- Focus your energy
- Strengthen your integrity
- Project a winning image.

AUDIENCE: Any employee wishing to break the habit of unhealthy thinking.

LENGTH: 6 hours.

TITLE: WHERE DO I GO FROM HERE?

DESCRIPTION: You are responsible for the direction your career takes. This is the underlying theme of "Where Do I Go From Here?". The video presents a model for the self-directed, continuous action that can assist you with the development and fulfillment of your career goals. The strategies presented apply to people looking for complete career changes, as well as people who want to stay right where they are.

Course contents:

1 videocassette

Leader's Guide (reference only).

Produced by American Management Association, 1986.

OBJECTIVES: After completing this program you will understand

- Different options for career direction
- The four major topics critical to the development of a comprehensive career map
- The challenge belongs to you in pursuing your career.

AUDIENCE: Employees who are contemplating any type of career move.

LENGTH: 30 minutes.

TITLE: BREAKTHROUGH LEARNING SKILLS

DESCRIPTION: In this program you will rediscover the inner genius every person possesses, yet few know how to harness. Nationally acclaimed memory expert Scott Bornstein shows you proven ways to take your memory and recall powers to impressive new heights. His easy-to-follow program is loaded with revolutionary ways to learn hundreds of new words quickly, boost your reading retention rate, remember people's names, take better notes, and even master languages faster.

Course contents:

6 audiocassettes
Workbook (reference only).

Produced by CareerTrack Publications, Inc., 1995.

OBJECTIVES: After completing this program you will understand

- The areas you need to improve most
- Ways to learn hundreds of new words quickly
- How to boost your reading retention rate
- 6 steps to remembering people's names
- A system for learning languages faster
- How to stay relaxed in situations demanding total concentration and recall
- Simple mental mechanisms that enable you to remember obscure facts and details
- An efficient note-taking system that helps you capture key ideas in meetings, classrooms, and training sessions
- The "3L" system for developing a fail-safe memory
- Organization skills that help you gather more and better information with ease.

AUDIENCE: Any employee who wishes to improve their memory and learning skills.

LENGTH: 6-7 hours.

TITLE: EVELYN WOOD: READING DYNAMICS

DESCRIPTION: The easy to follow Evelyn Wood program takes you step-by-step on a time-tested path that will help you breeze through newspapers, magazines, and correspondence; conquer technical and textbook reading; and develop organizational skills. These time proven techniques and methods are available through this audiocassette program which will help you read faster, more efficiently, and with improved comprehension and retention.

Course contents:

6 audiocassettes
Participant Guidebook (Reference only)
Participant worksheets.

Produced by American Learning Corporation, 1988.

OBJECTIVES: After completing this program you will be able to

- Read faster
- Comprehend information read
- Maximize retention
- Process information more effectively
- Manage time more efficiently
- Reduce your study time
- Enjoy more free time.

AUDIENCE: Interested employees.

LENGTH: 5-6 hours.

TITLE:	GMAT VERBAL REVIEW
DESCRIPTION:	<p>A testing expert guides you through all the verbal areas covered on the Graduate Management Admission Test (GMAT). The latest and greatest proven methods and secrets for conquering reading comprehension, critical reasoning, sentence correction and the analytical writing assessment are demonstrated. This video is a treasure trove of information and a must for a great score on the GMAT.</p> <p><u>Course contents:</u> 2 videocassettes Study guide.</p> <p>Produced by Video Aided Instruction, Inc., 1995.</p>
OBJECTIVES:	<p>After completing this program you will understand</p> <ul style="list-style-type: none"> • The three-step reading system that makes it easy to master complex passages • Essential elements of every critical reasoning passage • Vital rules of grammar, usage, and sentence structure tested on the GMAT • How to analyze the writing assignment and recognize the key tasks you must complete to score high.
PREREQUISITE:	The GMAT Math Review complements this program.
AUDIENCE:	Employees preparing to take the GMAT.
LENGTH:	5 hours.

TITLE: **GMAT MATH REVIEW**

DESCRIPTION: The **GMAT Math Review** gives you a quick refresher course in mathematics. The video instructor works with you at the chalkboard, teaching you the special techniques and strategies for solving even the most challenging problems in arithmetic, number theory, algebra, geometry, logic, probability, statistics, and more. The video course gives you the tools and techniques you need to score your best on the Graduate Management Admissions Test (GMAT).

Course contents:

2 videocassettes
Study guide.

Produced by Video Aided Instruction, Inc., 1995.

OBJECTIVES: After completing this program you will understand

- Step-by-step solutions to problems with clear and easy explanations
- Proven methods that make the solutions to every type of problem simple
- Multiple-choice strategies and ways to make smart guesses
- How to get answers quickly—and avoid unnecessary computations
- Wrong answer choices designed to trick you, and ways to recognize and avoid them
- Short-cuts that really work.

PREREQUISITE: The **GMAT Verbal Review** complements this program.

AUDIENCE: Employees who are preparing to take the GMAT.

LENGTH: 5-6 hours.

TITLE:	GRE TEST PREPARATION: POWERPREP SOFTWARE
DESCRIPTION:	<p>GRE POWERPREP software (Version 2.0) from Educational Testing Service gives you the most complete GRE test preparation program on the market. Created by the test maker, GRE POWERPREP software puts the instruction you need at your fingertips.</p> <p><u>Course contents:</u> One CD-ROM.</p> <p>Produced by Educational Testing Service, 1999.</p>
OBJECTIVES:	<p>GRE POWERPREP features:</p> <ul style="list-style-type: none"> • Two computer-adaptive tests with immediate GRE-equivalent score results • Extensive practice material for the Writing Assessment • A time-test mode so you can practice for the computer-based GRE General Test under actual conditions • Hundreds of real GRE practice questions taken directly from previously administered GRE tests, with clear explanations of correct and incorrect answers • Writing assessment topics with sample test-taker responses and evaluations • Charts and reports that show how you compare to other GRE test takers • Easy-to-use tutorials to familiarize you with computer-based training • Test taking tips and strategies.
AUDIENCE:	Any employee preparing to take the Graduate Record Exam.
LENGTH:	8-12 hours

TITLE: MEMORY POWER

DESCRIPTION: Research has shown that the main cause of a bad memory is simply a lack of practice. The techniques presented in this program by expert Steve Moidel, will show you how this can be done. Mr. Moidel's methods represent many years of study about how the mind works and have been proven to help increase memory power. Areas covered include: mnemonics, remembering multi-digit numerals, recalling facts and figures, and remembering names and faces.

Course contents:
6 audiocassettes.

Produced by CareerTrack Publications, 1992.

OBJECTIVES: After completing this program you will understand

- The two principles of memory
- The four modes of powerful memory: Fire, Ice, Oil, and Chocolate
- A system for remembering lists, appointments, and facts
- How to increase memory by getting the right nutrients
- How to use all five senses to help you remember
- Relaxation exercises that make your mind more efficient
- An effective system for learning something new.

AUDIENCE: Employees who want to build their career and credibility by improving their memory.

LENGTH: 4-6 hours.

TITLE: VOCABULARY PROGRAM

DESCRIPTION: It has long been recognized that the person who can express his or her thoughts clearly, precisely, and interestingly is the person who reaches the top, achieves goals, and enjoys the satisfaction of saying exactly what should be said in the least time possible. Each cassette in this audio program contains at least 50 key words and variations that expand into more than 2000 uses.

Course contents:
6 audiocassettes
Workbook.

Produced by Learn, Inc., 1986.

OBJECTIVES: After listening to this program you will have

- A clearer understanding of what you read
- An aid to logical and clear thinking
- An ability to better understand what you hear
- More color and precision in writing and speaking.

AUDIENCE: Employees wishing to enhance their vocabulary.

LENGTH: 7-10 hours.

TITLE:	WHERE THERE'S A WILL THERE'S AN A
DESCRIPTION:	<p>This college level videotape seminar teaches students how to excel in college in an easy-to-follow, step-by-step program. Successful methods are presented on how to master reading, test taking, memory, writing, languages, registration techniques, and graduate admission tests.</p> <p><u>Course contents:</u> 2 videocassettes Participant Handout.</p> <p>Produced by Claude W. Olney, J.D., 1991.</p>
OBJECTIVES:	<p>After completing this program you will understand</p> <ul style="list-style-type: none"> · How to develop better study habits · Test-taking techniques · Ways to reduce stress encountered by taking exams · How to write better outlines.
AUDIENCE:	Employees who are currently enrolled in college or are considering enrolling.
LENGTH:	3 hours.

TITLE:	FEDERAL RETIREMENT CALCULATION PROGRAM (FRC-CALC)
DESCRIPTION:	This is a user-friendly comprehensive software program designed to compute retirement, disability, and death benefits for employees covered by the Civil Service Retirement System (CSRS), including the CSRS Offset Plan and the Federal Employees Retirement System (FERS). The calculations allow you to consider the effects of making or not making service credit payments and/or military deposits, as well as making survivor benefit and/or alternative annuity elections. The software also computes estimates of Social Security and Thrift Savings Plan (TSP) benefits and can compute an employee's service computation date (SCD).
NOTE:	<p>This is NOT a training program on the government retirement system. However, sample cases are provided to guide you through the operation of this calculation program.</p> <p><u>Program Contents:</u> Computer-based program FRC-CALC Worksheet User Manual (reference only).</p> <p>Produced by Government Retirement & Benefits, Inc., 1995.</p>
OBJECTIVE:	After using this calculation program you will have a better idea of what your retirement benefits might be based upon your actual or "what if" numbers.
PREREQUISITE:	Contact the Learning Center to receive a worksheet which should be filled out prior to using the FRC-CALC software. The worksheet will help you gather the necessary information from your SF-50 and other sources that you will need to effectively use this software program.
AUDIENCE:	Civil Service employees.
LENGTH:	Variable, depending on how many calculations you wish to perform.

TITLE: **IT'S YOUR FUTURE: ARE YOU READY?**

DESCRIPTION: This informative, engaging series, managed by AARP's Work Force Programs Development, is a comprehensive look at the major planning issues that people facing retirement commonly encounter. Each segment in the series may be watched separately, or the series may be viewed in its entirety. Various experts discuss lifestyle and financial issues that relate to retirement such as retirement activities, the psychological aspects of retiring, fitness and diet, caregiving, housing, income, disability planning, legal and estate planning considerations.

Course contents:

- One videocassette
- Participant guide
- Leader's guide.

Produced by AARP Work Force Programs Department, 1997.

OBJECTIVES: After completing this program participants will understand

- The use of time in retirement
- The importance of social relationships
- The importance of a health and fitness routine
- The different choices available for retirement housing and location
- Issues surrounding caregiving for family members
- Different sources of retirement income
- The importance of living on less in retirement
- Disability planning
- Legal and estate planning considerations.

AUDIENCE: All interested employees.

LENGTH: Contains 4 segments. Each segment is 25 minutes in length.

TITLE:	PLANNING FOR CREATIVE RETIREMENT: Exploring Psychological Considerations
DESCRIPTION:	<p>What do you want your retirement to be like? Have you set post-retirement goals for yourself? How will your retirement affect your family? Have you prepared psychologically, as well as financially? What will you do with your free time? This comprehensive videotape-based program emphasizes the importance of prior planning in retirement, and shows the emotional anxiety that can result from an altered lifestyle. It also provides valuable information to motivate those who are approaching retirement to take the necessary steps toward ensuring that retirement will be a positive experience. You will receive a resource handbook with readings and thought-provoking exercises.</p> <p><u>Course contents:</u> 1 videocassette Participant Resource Handbook Facilitator's Guide (reference only)</p> <p>Produced by Menninger Management Institute, 1990.</p>
OBJECTIVES:	<p>After completing this program and exercises, you will have a</p> <ul style="list-style-type: none"> • Better understanding of the basic emotional and psychological adjustment issues surrounding your retirement • Better understanding of the importance of planning prior to retirement • Willingness to discuss and plan your retirement with key people in your life.
AUDIENCE:	Employees who want to learn how to plan their retirement. It is highly recommended that people consider this process up to ten years PRIOR to retirement.
LENGTH:	52 minutes.

TITLE: **BUSINESS CASUAL**

DESCRIPTION: The biggest change to hit America's workplace is the switch from "dress for success" to "business casual". If you look around, you can see that the way we do business today is changing. The spontaneous and informal ways we communicate and relate to each other through advanced technology all signify a break with the traditional ways we've done business in the past. Many companies have instituted what is often termed "casual day," which is seen as a benefit to their employees. This program will teach you how to identify the four basic "casual" environments and demonstrate what is acceptable for each environment.

Course contents:

- 1 videocassette
- Participant's Handout
- Leader's Guide (reference only).

Produced by Excellence in Training Corporation, 1993.

OBJECTIVES: After viewing this program you will be able to

- Identify the four different environments of "Business Casual"
- Select appropriate clothing for your situation
- Set guidelines for what is appropriate and inappropriate attire
- Maintain professionalism by always focusing on the customers' needs, perception and expectations.

AUDIENCE: All employees.

LENGTH: 15 minutes.

TITLE: EXECUTIVE PRESENCE FOR WOMEN

DESCRIPTION: Women have come a long way in the workplace. The reasons why the women who have reached the top executive level are many and varied, but there are a few things which all successful business people have in common, including hard work, diligence, and excellent leadership skills. The women who have become successful in today's business world also have something else in common -- they have an executive presence. Their images communicate authority.

Barbara Pachter's "Executive Presence for Women" provides the expert advice that has helped thousands of professional women, from administrative assistants to executive directors, achieve the respect and success they deserve. Simply follow the steps on this tape and you too can advance your career and improve your life!

Course contents:
1 audiocassette.

Produced by Pachter and Associates, 1997

OBJECTIVES: After listening to this program you will understand

- The eight steps you need to take to be taken seriously at work
- How to correct common mistakes in your appearance
- How to assemble a powerful wardrobe, even on a tight budget
- How to send the right messages with your voice and body language.

AUDIENCE: Any employee wishing to increase their effectiveness and promotability at work.

LENGTH: 40 minutes.

TITLE: PROJECTING A PROFESSIONAL IMAGE

DESCRIPTION: The office support staff is an important segment of the office team and the level at which these people function can have a great impact on the success of an organization. Because this is true, secretaries must view themselves as professionals and demand that their work meet the standards expected of professionals. This program focuses on the physical and mental aspects of a professional image and encourages viewers to begin thinking about the images they project.

Course contents:

1 videocassette.

Produced by Films for the Humanities, Inc., 1989.

OBJECTIVES: After viewing this program, you will understand

- Professionalism is not a job category but an attitude
- Clothing can project professionalism.

AUDIENCE: Interested employees.

LENGTH: 20 minutes.

TITLE: UP YOUR E.Q.: ETIQUETTE ESSENTIALS FOR PROFESSIONALS

DESCRIPTION: If you are a business professional, your manners matter as much as your technical expertise. Any business professional striving to become more promotable in today's highly competitive business environment needs to know how to get along with others and how to handle his or herself with poise.

Barbara Pachter and Marjorie Brody have co-authored several popular books on the subject of business etiquette and enhancing promotability including "Climbing the Corporate Ladder," "Minding Your Business Manners," "Business Etiquette," and the highly acclaimed, "Complete Business Etiquette Handbook."

Course contents:
2 audiocassettes.

Produced by Pachter and Associates, 1997.

OBJECTIVES: After listening to this program you will understand the four key areas of business etiquette

- **Business Encounters:** visitors, meetings, interviews, networking, conversation killers, making small talk, handling introductions, handshakes, using business cards.
- **Professional Presence:** body language, eye contact, voice, grooming, business wardrobe.
- **Business Entertainment and Travel:** business meals, protocol of gift giving, table manners, business social functions, thank-you notes, business travel.
- **Information Age Etiquette:** e-mail, fax machines, voice mail, telephone, cellular phones, teleconferencing, office equipment.

AUDIENCE: All employees.

LENGTH: 1 hour and 20 minutes.

TITLE:	ACHIEVING BALANCE - How to Handle the Stress of Work and Family Life
DESCRIPTION:	<p>Dealing with an unexpected crisis, juggling the routine, and handling the conflicting demands of work and family, is not easy. Achieving balance between work, personal, and family life is a never-ending process of making adjustments, choices, and compromises. It involves working to get things into perspective, setting priorities, and finding solutions to problems. This videotape and workbook program will provide you with information about planning, organizing, communicating effectively, setting limits, delegating, and establishing support systems -- in order to obtain more overall life balance.</p> <p><u>Course contents:</u> 1 videocassette Participant Guidebook.</p> <p>Produced by Great Performance Inc., 1990.</p>
OBJECTIVES:	<p>After completing this program you will be better able to</p> <ul style="list-style-type: none"> · Identify and understand your sources of work and family stress · Establish goals and life priorities, and how to handle the unexpected · Decide what you can and cannot do and learn to say "no" · Establish both personal and professional support systems.
AUDIENCE:	Employees who are interested in gaining more balance between work, family, and the personal aspects of their lives.
LENGTH:	15 minutes.

TITLE:	ALZHEIMER'S DISEASE: LOST IN THE MIND
DESCRIPTION:	<p>This informative documentary is about the neuroscience of Alzheimer's Disease and the many challenges faced by those with the disease, as well as their families and the people who care for them. Interviews with caregivers and researchers provide a dual perspective on this condition.</p> <p>"Lost in the Mind" is an excellent introduction to every aspect of Alzheimer's disease, including its physiological, emotional, and social implications.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by Aquarius Healthcare Videos, 1997.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> • How Alzheimer's Disease effects the brain • The stages of Alzheimer's Disease • Some common signs of Alzheimer's Disease • The stress of caring for someone with Alzheimer's Disease • How Alzheimer's Disease creates isolation for the family • The importance of seeking support and help for yourself and the patient • How Alzheimer's Disease is diagnosed • Drugs currently available to treat Alzheimer's Disease • The genetic aspects of Alzheimer's Disease • The benefits of music therapy • Current studies which are showing hope for the future.
AUDIENCE:	Anyone wishing more information on Alzheimer's Disease and its' effect on the patient and the caregivers.
LENGTH:	58 minutes.

TITLE:	CAREGIVERS: TAKE CARE OF YOURSELF
DESCRIPTION:	<p>Develop a better understanding of the stress and responsibility of caregiving with humor and real life stories. Filmed in front of a live audience of caregivers, this video tackles the difficult emotions involved in caregiving and is packed with humor and stories from real life.</p> <p>Both caregivers and professionals who assist them will find in this video a wealth of ideas on how to make life better for both the giver and the receiver of care.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by Aquarius Healthcare Videos, 1995.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> • How to heed resentment as a warning sign of doing too much • The many varieties of guilt • Options for self-care • Figuring out how much care is enough • The importance of humor.
AUDIENCE:	Anyone who is the caregiver of someone needing assistance.
LENGTH:	60 minutes.

TITLE:	CHOLESTEROL CONTROL
DESCRIPTION:	<p>This videotape program addresses a "lifestyle approach" to effectively decreasing your cholesterol level. Cholesterol control consists of a well thought-out plan that includes exercise, weight loss, relaxation, and a diet lower in total fat and cholesterol. You will be encouraged to assess your current dietary profile in light of developing healthier eating habits.</p> <p><u>Course contents:</u> 1 videocassette Viewer guide.</p> <p>Produced by Great Performance Inc., 1987.</p>
OBJECTIVES:	<p>After viewing this program you will understand how to</p> <ul style="list-style-type: none"> • Cut back on total fat and cholesterol in your diet • Eat more dietary fiber • Prepare more nutritious foods • Develop a realistic and regular exercise plan • Trim your excess body fat.
PREREQUISITE:	This program complements Shopping Smart and Weight Management training programs.
AUDIENCE:	Employees who want to effectively manage their cholesterol levels and improve their eating habits.
LENGTH:	12 minutes.

TITLE: DEPRESSION AND MANIC DEPRESSION

DESCRIPTION: Depression affects over 17 million Americans each year. It is estimated that only one-third receive any treatment, largely because of stigma and fear. Through an overview of medications and therapy, this program presents stories of how the disease is stabilized for the individual. Also shown are people suffering from manic depression where delusional properties require intervention to help the brain chemistry respond in a more balanced manner. Mike Wallace, of *60 Minutes*, is featured as one who has battled with depression and talks about the shame he felt in getting help.

Course contents:

1 videocassette.

Produced by Aquarius Productions, Inc., 1996.

OBJECTIVES: After viewing this program you will understand

- How debilitating untreated depression can be for an individual
- Various medications and therapies used to help stabilize the disease
- The special needs of those suffering from manic depression
- How stigma and fear might prevent an individual from seeking help.

AUDIENCE: Any interested employee.

LENGTH: 28 minutes.

TITLE:	ELDERCARE: How to Help Your Aging Family Members
DESCRIPTION:	<p>Concerns about aging family members are becoming an increasingly common part of our lives today. This videotape program and guidebook will help you get started, plan ahead, and feel less overwhelmed about the many key issues involved with caring for the needs of older relatives.</p> <p><u>Course contents:</u> 1 videocassette Participant Guidebook.</p> <p>Produced by Great Performance, Inc., 1990.</p>
OBJECTIVES:	<p>After viewing this program you will be able to</p> <ul style="list-style-type: none"> · Recognize the need to begin thinking, talking, and planning with your older relatives · Begin planning for the future needs of an older relative · Identify the variety of resources and options available for elder care services and support in the community.
AUDIENCE:	Employees who are interested in or need assistance with planning for the care of older relatives.
LENGTH:	15 minutes.

TITLE: FEDERAL HR FORUM: DEPENDENT ELDER CARE

DESCRIPTION: With the aging of America, people are living longer but requiring more care and assistance. More adult children are involved in their parents' care than ever before in history. Because the Federal workforce has a high median age, most employees either are, or soon will be involved in some aspect of their parent's care.

This program provides information on the types of responses the Government, as an employer, is making to assist its employees. Topics include: scheduling flexibilities, information resources, and support networks that are needed to assist employees. The program also encourages employees who are not yet involved in their parents' care to start planning for this eventuality.

Course contents:

1 videocassette.

Produced by OPM, 1999.

OBJECTIVES: After viewing this program you will understand

- How the aging of America is affecting our nation's workforce
- The impact of adult children caring for their parents
- What employers, including the government, can do to help
- Available resources to help caregivers, including flexible scheduling, information resources, and support systems
- The importance of planning for your parents' care now.

AUDIENCE: All Federal employees.

LENGTH: 90 minutes.

TITLE:	FITNESS
DESCRIPTION:	<p>People who are physically fit are more alert and productive, have more mental stamina, handle stress better, have less trouble sleeping, and are less depressed. This videotape program encourages you to create a balanced lifelong fitness program involving four areas: cardiovascular fitness, stretching, muscular strength, and "sneaking" exercise into your life.</p> <p><u>Course contents:</u> 1 videocassette Viewer guide.</p> <p>Produced by Great Performance Inc., 1987.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> • What cardiovascular fitness means • How to select appropriate and realistic methods of aerobic exercise to suit your personal lifestyle • The value of stretching and building muscular strength • How to "sneak" exercise into your daily routine • How to develop a SMART fitness plan.
AUDIENCE:	Employees who want to begin, reinforce, or improve upon their current fitness plan.
LENGTH:	13 minutes.

TITLE: FITNESS AND WELLNESS

DESCRIPTION: In recent years companies have recognized that their employees' fitness and wellness can play an important part in reducing workplace accidents and injuries. Statistics show that healthy employees who are more physically fit are typically more safety conscious and experience less time away from work due to workplace injuries. This videotape program presents the fundamentals of good wellness and fitness practices.

Course contents:

One videocassette
Leader's Guide (Reference Only).

Produced by Aims Media, 1991.

OBJECTIVES: After completing this program participants will be able to

- Recognize common health risks including smoking, stress, alcohol, and drug use
- Determine what affects their own lifestyle and personal habits will have on their fitness and wellness
- Understand the importance of nutrition and weight control to their own well being
- Set up a personal fitness and wellness improvement program
- Know where to go for assistance in changing lifestyle habits.

AUDIENCE: All employees.

LENGTH: 15 minutes.

TITLE: **HEALING ADULT CHILDREN (Series)**

DESCRIPTION: This film series explores the roots of violence in relationship to family damage and dysfunction. Healing is done through acceptance of what really happened, grieving the losses and changing through stopping reactive behaviors, and taking active steps toward recovery.

See next page for descriptions of individual programs in this series.

Course contents:
5 videocassettes.

Produced by Aquarius Productions, Inc., 1998

OBJECTIVES: After viewing this series you will understand

- How your childhood can impact your life
- The importance of acceptance in the healing process
- How parents with addictions can produce children with similar or reactive behaviors
- Why children raised in violent homes are susceptible to becoming either adult perpetrators of violence or adult victims of violence
- How inappropriate role models can affect children as they become adults
- How perfectionism as an adult can be the result of a violent or abusive childhood.

AUDIENCE: Any interested employee.

LENGTH: Each video: 30 minutes.

HEALING ADULT CHILDREN (Series)

1-A Child's View of the World

This video is an "identifier" program where the viewer identifies with the interview subjects' violent childhoods and begins to understand how their own childhoods have impacted their lives. The interview subjects to be followed in the series are introduced here. All are introduced with the stories of where they came from and their hope for healing.

2-Children of Addiction

The behaviors of Adult Children of Alcoholics, or ACDAs have been well documented. And all parental addictions, such as spending, drugs, work, gambling and sex, produce children with similar, or reactive, behaviors. Through his words and visuals, the viewer learns of Marcus' story of parental addiction, alcoholism, drug addiction and loneliness as he begins to recognize his childhood pain and find direction in his life.

3-Children of Violence

Children raised in violent homes react and become either adult perpetrators of violence or adult victims of violence. They forever seek safety through real or imagined power over others, or give up and stay victims. Explore how childhood abuse has impacted the lives of brothers Gordon and John. This video profiles how they've dealt with issues of family intimacy and how they are finding their way together to recovery.

4-Children of Neglect

Children who have been neglected by parents through addiction, mental illness or abandonment, forever seek to know "what to do." There has been either none, or inappropriate, role-modeling and they continue to see themselves as alone in the world as adults. Learn how Linda deals with her deep feelings of anger and struggles for intimacy and peace through religion and the arts.

5-The Perfect Child

The perfect adult child seems to have it all together. However, below the surface there is depression and loneliness. This adult child often has the most difficulty in accepting and understanding the violence done to them as children. They have been violated through repression, overprotection, perfectionism, conditional love and impossible standards. Learn how Holly's perfectionism has spawned a severe eating disorder and how she is now learning to deal with her issues of control, manipulation and addictions.

TITLE: **HEALING WOUNDED HEARTS**

DESCRIPTION: Healing Wounded Hearts invites healthy discussion of the typical feelings associated with divorce. Fears, confusion, loss and just plain sadness often interfere with our ability to communicate feelings with loved ones about this painful process. Listening to the thoughts and feelings of other children and parents about divorce gives us a window to explore our own feelings and begin the healing process. This video can be used as a teaching tool for parents going through divorce and their children.

Course contents:

1 videocassette.

Produced by Aquarius Productions, Inc., 1996.

OBJECTIVES: After viewing this program you will understand

- The fear and confusion that often accompanies divorce
- The importance of open and honest communication
- Some of the myths of divorce
- How talking, sharing, and connecting will strengthen the parent-child relationship and support the healing process.

AUDIENCE: Any interested employee.

LENGTH: 28 minutes.

TITLE: **HOW TO CHOOSE A NURSING HOME**

DESCRIPTION: This video includes specific questions to ask regarding patient care, staff qualifications, services, safety and costs. It also includes an easy-to-use Nursing Home Evaluation form to copy and use during a visit to a facility and a guided on-site tour of a nursing home. An excellent overview of terms, resources and financial considerations including Medicaid and Medicare. Families will find this an excellent resource to help with those very painful, difficult decisions.

Course contents:

- 1 videocassette
- Nursing Home Evaluation form.

Produced by Aquarius Healthcare Videos, 1997.

OBJECTIVES: After viewing this program you will understand

- The different kinds of care and living arrangements available
- The “care continuum” and how it affects your decision
- Resources that can help you identify facilities
- Financial considerations that need to be made
- Strategies for planning facility visits
- Questions to ask during the initial phone call
- Preparing for the on-site visit
- How to conduct the on-site visit using the Nursing Home Evaluation form.

AUDIENCE: Anyone faced with choosing a care facility for their loved one.

LENGTH: 31 minutes.

TITLE: ON LIFE AND LIVING: THE HOSPICE EXPERIENCE

DESCRIPTION: In this compelling video, you are introduced to the significant roles hospice professionals play in the lives of men and women facing their own mortality. Special moments abound as family members and friends take turns supporting each other, discovering a closeness they had never thought possible.

Like the hospice movement it celebrates, this program is warm and comforting as you see the people who have benefited from hospice bear witness to its life-enhancing power.

Course contents:

1 videocassette.

Produced by Aquarius Productions, Inc., 1993.

OBJECTIVES: After viewing this program you will understand

- The role hospice plays in the healthcare world
- How families find comfort in the hospice environment
- The hospice philosophy.

AUDIENCE: Any interested employee.

LENGTH: 18 minutes.

TITLE:	PERMANENT WEIGHT LOSS
DESCRIPTION:	<p>Changing habits requires motivation, consistency, and confidence. This audiocassette program presents ways in which you can rid yourself of detrimental nutritional "programming", change eating habits, and develop a more positive self-image as it relates to weight control. This program was developed by Dr. Clark Cameron, scientist in weight loss psychology.</p> <p><u>Course contents:</u> 12 audiocassettes Study guide.</p> <p>Produced by Nightingale-Conant Corporation.</p>
OBJECTIVES:	<p>After completing this program you will have learned how</p> <ul style="list-style-type: none"> • Your mind can control your eating and exercise habits • To identify and eliminate mistaken ideas about eating which have a negative influence on your eating patterns/habits • To reduce or eliminate feelings of guilt that lead to unhealthy eating habits.
PREREQUISITE:	This program complements Weight Management and Cholesterol Control training programs.
AUDIENCE:	Employees who want to make healthy lifestyle changes toward managing their weight more effectively.
LENGTH:	6-8 hours.

TITLE:	SANDWICH GENERATION: BEHIND THE FACES (1) Coping with Aging Parents
DESCRIPTION:	<p>This is a video series about the “Sandwich” — a generation of people aged thirty-five to sixty years who are caught between the needs of aging parents and growing children. This series has been designed to suggest some skills, ideas, and resources that may help make this time a little easier.</p> <p>In this program Sandwich generation members tell their personal stories and share their search for balance between their children, their aging parents and their own mid-life needs.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by Aquarius Healthcare Videos, 1997.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> • How conflicting priorities cause problems between family members • The struggles involved with caring for multiple generations • The confusing and often conflicting emotions that accompany caregiving • The unique problems that come with “long-distance” caregiving • The financial burdens of caregiving • The need to redefine your relationship with your parents • Ways to help you achieve some balance in your life.
AUDIENCE:	Anyone who is struggling with the care of aging parents and managing their own lives at the same time.
LENGTH:	25 minutes.

TITLE:	SANDWICH GENERATION: BRIDGING THE GAP (2) Coping with Aging Parents
DESCRIPTION:	<p>This is a video series about the “Sandwich” — a generation of people aged thirty-five to sixty years who are caught between the needs of aging parents and growing children. This series has been designed to suggest some skills, ideas, and resources that may help make this time a little easier.</p> <p>A survival guide for caregivers who do not live in the same city as their parents, this program identifies specific steps to take to make long distance caregiving more manageable.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by Aquarius Healthcare Videos, 1997.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> • Special problems presented when you live a distance from your aging parents • How to keep your distant parents involved in the family and grandchildren • Importance of keeping a care log • How to recognize subtle changes in behavior or health over the phone or during visits • Relocating yourself or the parent to be closer.
AUDIENCE:	Anyone who is struggling with the care of aging parents and managing their own lives at the same time.
LENGTH:	24 minutes.

TITLE:	SANDWICH GENERATION: COMMUNICATION (3) Coping with Aging Parents
DESCRIPTION:	<p>This is a video series about the “Sandwich” — a generation of people aged thirty-five to sixty years who are caught between the needs of aging parents and growing children. This series has been designed to suggest some skills, ideas, and resources that may help make this time a little easier.</p> <p>This program demonstrates a problem solving method which can be used by sandwich generation members to talk to both older and younger family members more effectively.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by Aquarius Healthcare Videos, 1997.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> • How differing needs, values, expectations, and points of view can make communicating across generations difficult • The importance of really listening to each other • How to use common problem solving techniques to resolve conflicts • The need to clarify your expectations • How a “family meeting” can help resolve issues and solve problems.
AUDIENCE:	Anyone who is struggling with the care of aging parents and managing their own lives at the same time.
LENGTH:	20 minutes.

TITLE: **SHOPPING SMART**

DESCRIPTION: "Smart" food shopping is becoming more confusing because of today's vast array of selections and cautions about eating healthy. This videotape actually leads viewers through a supermarket. It addresses shopping and food preparation tips in light of concerns about high cholesterol and high blood pressure, and overall nutritional food selections.

Course contents:

- 1 videocassette
- Participant booklet.

Produced by Great Performance Inc., 1987.

OBJECTIVES: After completing this program you will be more aware of how to

- More wisely shop throughout a supermarket
- Make choices which help to reduce fat and cholesterol
- Read packaging labels to understand the "real" nutritional ingredients in food.

PREREQUISITE: This program complements **Cholesterol Control** and **Weight Management** training programs.

AUDIENCE: Employees who want to make wiser nutritional choices when shopping for and preparing meals.

LENGTH: 15 minutes.

TITLE: **TAKING PERSONAL ACTION HOME**

DESCRIPTION: Getting started with a personal plan of action is sometimes easier than sticking to that plan over time. Lasting change not only takes awareness of the need to change, but knowledge of how to change, practice of the new behavior, and finally, an internalized ownership of the benefits of the change. This videotape presents national experts who offer techniques to help you make lasting changes in your ability to better manage stress, lose weight, manage time, or whatever area in your life where you have determined a change is required.

Course contents:

1 videocassette.

Produced by Great Performance Inc., 1987.

OBJECTIVES: After completing this program you will be more aware of

- How to realistically assess the areas in your life where you want and need to change
- The three lifestyle skills which need to be developed in order to make longer lasting changes
- How to internalize and take ownership of the changes which you desire to make.

PREREQUISITE: This program complements **Choose Wellness** and **Motivation for Change** training programs.

AUDIENCE: Employees who want to begin making or reinforce lifestyle changes.

LENGTH: 16 minutes.

TITLE:	TARGET ZONE: Aiming for Whole Body Fitness
DESCRIPTION:	<p>This energetic videotape presentation strives to motivate you to begin a regular program of physical activity aimed at achieving whole body fitness. The Target Zone is a tested program that is safe to perform, simple to start and maintain, and is proven effective, regardless of age, size, strength, or physical condition. This program presents actual examples of six people who volunteered to participate in the Target Zone program for twelve weeks. Medical advisor for the videotape was Dr. Andrew S. Binder, pulmonary specialist and exercise physiologist.</p> <p><u>Course contents:</u></p> <ul style="list-style-type: none"> 1 videocassette Participant guide. <p>Produced by Image Associates, 1987.</p>
OBJECTIVES:	<p>After viewing this program you will be aware of</p> <ul style="list-style-type: none"> • The Target Zone method for achieving cardiovascular fitness • Types of exercises which provide aerobic conditioning • How to take your pulse and find your individual target zone • How a regular exercise program increases muscle tone, aerobic capacity, energy levels, self-confidence, self-esteem, and overall sense of well-being.
AUDIENCE:	Interested employees.
LENGTH:	30 minutes.

TITLE:	UNDERSTANDING ADHD (Attention Deficit Hyperactivity Disorder)
DESCRIPTION:	<p>This program provides insights for professionals and families on this newly-defined disorder and looks at some of the controversies surrounding Attention Deficit Hyperactivity Disorder (ADHD). This video also shows how the disorder is diagnosed and presents strategies for living with a child with the disorder. Diverse and candid opinions from teachers, social workers, a behavior specialist, a pediatrician and a parent with ADHD twins.</p> <p><u>Course contents:</u> 1 videocassette User Guide (Reference only).</p> <p>Produced by Aquarius Productions, Inc., 1996.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> • What is ADHD • Some possible causes for ADHD • Resources for help with an ADHD child • How this disorder is diagnosed • Insights from parents and others who have dealt with ADHD first-hand • How to cope with an ADHD child.
AUDIENCE:	Any interested employee.
LENGTH:	21 minutes.

TITLE: UNDERSTANDING EATING DISORDERS

DESCRIPTION: This video explores anorexia, bulimia, compulsive overeating and obesity through the voices of its victims and medical professionals. As a society at large, we are obsessed with the "battle of the bulge," unaware of the environment we are creating that is ripe for eating disorders. From colleges to elementary schools, we see a resurgence in teaching individuals about healthy eating habits to either avoid potential health risks or begin the healing process for those with an eating disorder. Hearing directly from people of all ages in recovery provides insights into the disease, what to look for, and avenues for help.

Course contents:

1 videocassette.

Produced by Aquarius Productions, Inc., 1996.

OBJECTIVES: After viewing this program you will understand

- What anorexia, bulimia, compulsive overeating are about
- The pressure that society places on us to be thin
- The importance of healthy eating habits
- Warning signs of eating disorders and what to look for
- Who you can turn to for help.

AUDIENCE: Any interested employee.

LENGTH: 28 minutes.

TITLE:	WEIGHT MANAGEMENT
DESCRIPTION:	<p>The average North American adult goes on four diets a year -- usually diets that don't work. This videotape program focuses on establishing an attitude of lifelong weight management versus periodic dieting. Effective weight management involves more than the combination of "mouth and stomach." The real goals of controlling one's weight need to consist of exercise, diet, and the establishment of more constructive emotions, attitudes, and norms.</p> <p><u>Course contents:</u> 1 videocassette Participant Guide.</p> <p>Produced by Great Performance Inc., 1987.</p>
OBJECTIVES:	<p>After completing this program you will better understand how to</p> <ul style="list-style-type: none"> • Determine your own current weight management practices • Establish a realistic and regular exercise plan • Make better, healthier food and cooking selections • Be aware of current food consumption attitudes and practices and make appropriate changes with each • Set realistic, manageable goals for personal weight management.
PREREQUISITE:	This program complements PERMANENT WEIGHT LOSS audiocassette training program.
AUDIENCE:	Employees who want to make healthy lifestyle changes toward managing their weight more effectively.
LENGTH:	12 minutes.

TITLE: **WHITE HOUSE CONFERENCE ON MENTAL HEALTH**

DESCRIPTION: This conference addresses an issue that affects more than 50 million Americans and countless more family and friends who support loved ones living with mental illness. As the President's Mental Health Policy Advisor and a well-known advocate for people with mental illness, Mrs. Gore has made a strong commitment to eradicate the stigma and discrimination associated with mental illness and educate Americans about the need for quality, affordable mental health care.

The White House Conference on Mental Health seeks to shed light and understanding on issues surrounding mental illness and its affect on people of all ages. It highlights cutting-edge treatments and approaches to recovery and dispels myths about mental illness.

Course contents:
2 videocassettes.

Produced by The White House, 1999.

OBJECTIVES: After viewing this program you will understand

- Policy announcements regarding mental health
- The importance of ending the stigma and discrimination which have prevented people from seeking treatment
- Breakthroughs in science, research and medicine and the connections between mental health and physical well being.

AUDIENCE: All employees.

LENGTH: 3 hours and 25 minutes.

TITLE: **RE-ENERGIZE YOURSELF**

DESCRIPTION: Lack of ongoing challenge, monotony, and boredom can numb your ambition and sap your energy. **Re-Energize Yourself** can help you rekindle your energy, spark your vitality, and rediscover your mental and physical resources to maximize your performance both on and off the job. You'll gain dozens of lively ideas, useful tips, and expert insights through a news magazine format designed to help you enrich and improve your skills and abilities.

Course contents:

1 videocassette.

Produced by American Management Association, 1992.

OBJECTIVES: After completing this program you will understand

- Specific guidelines and practical methods to improve your performance
- How to increase your stamina
- The importance of living a healthier lifestyle
- How to guard against burnout
- The importance of turning stress into a positive motivator
- Fitness tips you can use at your desk.

AUDIENCE: Any employee wishing to improve the way they feel both on and off the job.

LENGTH: 31 minutes.

TITLE:	RELAX, RENEW, AND RE-ENERGIZE
DESCRIPTION:	<p>This audiocassette series is for those who relate to feeling "overtired" at the end of a work day or who have experienced stress-related irritability and depression. This program presents exercises which guide you into a state of relaxation to help you re-energize your mind, body, and spirit.</p> <p><u>Course contents:</u> 2 audiocassettes.</p> <p>Produced by CareerTrack Publications, presented by Adele Greenfield.</p>
OBJECTIVES:	<p>After listening to this program you will be more aware of how to</p> <ul style="list-style-type: none"> • Relieve inner stress related to on-the-job pressures • Increase your concentration and think more creatively • Fall asleep at night more easily and restfully.
PREREQUISITE:	A quiet, undistracted listening environment.
AUDIENCE:	Employees who wish to learn about and to experience alternative methods of relaxation.
LENGTH:	2 hours.

TITLE: **RELAXATION: BODYWATCH EXERCISES**

DESCRIPTION: Stress is an inevitable part of modern life. You may not be able to stress-proof your life, but you can stress-guard your body with the BODYWATCH relaxation exercise videocassette. Each exercise is designed to provide the best soothers for specific tension hot spots. You'll learn how to relax your skeletal muscles--head, face, jaw, neck, back and feet. Practicing the 14 gentle exercises for body shaping and tension relief will help you live a happier, more stress-free and productive life.

Course contents:
1 videocassette.

Produced by WGBH, Boston, MA, 1986.

OBJECTIVES: You will learn 14 exercises for body shaping and tension relief:

- Bellyshaper leg lifts
- Bellyshaper hip & knee flexes
- Backsaver situps
- Backsaver II
- Thighshapers I
- Thighshapers II
- Pelvic tilt
- Foot massages
- Necksoothers
- Headache healers
- Backsoother massage
- Legsoothers
- Deskercises
- Sleep stretches.

AUDIENCE: Interested employees.

LENGTH: 30 minutes.

TITLE: **RELAXATION: Deep Breathing, Progressive Muscle Relaxation, and Autogenic Relaxation Exercises**

DESCRIPTION: Learning to breathe deeply is crucial to achieving "true" muscle relaxation. Progressive relaxation is the most widely used of all relaxation techniques--helping to reduce respiration rate, pulse rate, and blood pressure. Autogenic techniques teach the stressed mind and body to relax quickly on verbal command.

Course contents:

1 audiocassette each.

Countdown to Relaxation

A 10-step deep relaxation process uses auto-hypnotic progressive muscle relaxation techniques.

Relax....Let Go....Relax

Breathing and progressive muscle relaxation exercises.

Stress Release

Progressive relaxation exercise and information on the relation principles. Includes some lecture by NancyTubsing.

Take a Deep Breath

Tension relief is as simple as breathing when your breathing is accompanied by guided imagery.

Warm and Heavy

Soothing autogenic routines help muscles to relax, allowing blood to circulate freely to all parts of the body. Especially effective for headaches or insomnia.

Worry Stoppers

Calming visualizations help you breathe, relax, and clear your mind.

Calm Down

Breathing and relaxation manage anxiety before it gets out of control.

OBJECTIVES: After completing any one of these tapes you will be able to use the techniques you have learned to restore energy, refocus your thoughts, and calm your mind.

AUDIENCE: Employees who wish to experience alternative methods of deep relaxation.

LENGTH: Each audiocassette approximately 30 minutes per side.

TITLE:	RELAXATION: Guided Imagery and Meditations
DESCRIPTION:	<p>Experience the liberating power of stress relief with these full-length relaxation experiences. Each appeals to the senses and teaches specific relaxation techniques and skills that can be used again and again. Select one or more of these audiocassettes to find the technique that works best for you.</p> <p><u>Course contents:</u> 1 audiocassette each.</p> <p>Breaktime Six short revitalizing and refocusing routines give you an energy break.</p> <p>Healthy Balancing Meditations to restore balance and focus.</p> <p>Peaceful Places Four poetic "visual vacations" that tap into the restorative power of nature.</p> <p>Natural Tranquilizers The six brief relaxation routines on this tape provide a healthy substitute for other "tranquilizers".</p> <p>Wilderness Daydreams: Canoe/Rain and Island/Spring Two tapes filled with peaceful guided imagery exercises.</p> <p>Stress Escapes Tension-relief sampler provides relaxation using a mix of techniques.</p> <p>Healing Visions Restore your internal balance and sense of well-being.</p> <p>Healthy Choices Affirming messages promote wellness in all areas of your life.</p>
OBJECTIVES:	After completing any one of these tapes you will be able to use the techniques you have learned to restore energy, refocus you thoughts, and calm your mind.
AUDIENCE:	Employees who wish to experience alternative methods of deep relaxation.
LENGTH:	Each audiocassette approximately 30 minutes per side.

TITLE:	RELAXATION: LOON COUNTRY BY CANOE
DESCRIPTION:	<p>We all need some kind of refuge from the age of hi-tech and stress that has invaded our lives. This videotape program provides a "wilderness refuge" through environmental sounds and visuals. Viewers are taken in a canoe through cool waters, by a late night campfire, and are invited to listen to the cry of the loon, wind through the trees, and thunderous rain-filled skies.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by Dan Gibson Productions, Ltd., 1985.</p> <p>Mr. Gibson has won many international awards both for his work as a filmmaker and for his soundtracks. He is producer of the Audubon Wildlife Theater television series (Canada).</p>
OBJECTIVES:	<p>After viewing this program you will have</p> <ul style="list-style-type: none"> · Obtained a sense of relaxation and a refreshed state of mind.
PREREQUISITE:	A quiet, undistracted listening and viewing environment.
AUDIENCE:	Employees who wish to experience alternative methods of relaxation.
LENGTH:	30 minutes.

TITLE:	RELAXATION: Music and/or Environmental Sounds
DESCRIPTION:	<p>Everyone needs time out to relax and refresh themselves in order to maintain a healthy, full life. These audiocassettes provide sounds to soothe your nervous tension and to improve your sense of emotional and mental well-being. Combinations of acoustic piano and guitar with the environmental sounds of the ocean, streams, birds, and the wind.</p> <p><u>Course contents:</u> 1 audiocassette each.</p> <p>Among the Giant Trees The natural sounds of trees, water, various animals, and birds.</p> <p>Heavy Surf on a Rock Point/Ocean Surf in a Hidden Cove The natural sounds of trees, water, various animals, and birds.</p> <p>In the Vine Solo classical guitar by Steven Eckels. The rhythms and tones will relax your body and refresh your mind.</p> <p>Piano and Nature Sounds Combination of acoustic grand piano with the environmental sounds.</p> <p>Relax to the Classics Andante, Pastorale, Adagio, Largo</p> <p>Tranquillity Gentle guitar music composed to the natural rhythm of relaxation.</p> <p>Seascapes The natural sounds of trees, water, various animals, and birds.</p>
OBJECTIVES:	After listening to any of these programs you will have obtained a sense of relaxation and refreshed state of mind.
AUDIENCE:	Employees who wish to experience alternative methods of deep relaxation.
LENGTH:	Each tape approximately 30 minutes per side.

TITLE: **RELAXATION: WINDANCE**

DESCRIPTION: This videotape beautifully captures the "natural world as the wind might see it." With a master photographer's eye and a dancer's sensitivity, video scenes move through a variety of natural settings, scored to contemporary and electronic music. Viewers are encouraged to use this videotape for pure relaxation purposes.

Course contents:

1 videocassette.

Produced by David Fortney, 1987.

OBJECTIVES: After viewing this program you will have

- Obtained a sense of relaxation and refreshed state of mind.

PREREQUISITE: A quiet, undistracted listening and viewing environment.

AUDIENCE: Employees who wish to experience alternative methods of deep relaxation.

LENGTH: 30 minutes.

TITLE:	CONFIDENCE, COMPOSURE, & COMPETENCE
DESCRIPTION:	<p>Confidence means knowing that whatever life tosses you, you'll be fine. Composure is thinking clearly, even when the world around you is crazy. Competence is handling all situations with strength and dignity. This program teaches you attitude and action skills that let you take care of yourself professionally and personally in ways that feel right to you. With these strategies, you'll develop smoother, easier relationships with bosses, co-workers, customers, and vendors.</p> <p><u>Course contents:</u> 6 audiocassettes Workbook.</p> <p>Produced by CareerTrack Publications, 1994.</p>
OBJECTIVES:	<p>After completing this program you will understand</p> <ul style="list-style-type: none"> • 2 ways your confidence can take a nose-dive and what to do about it • How to stop comparing yourself with others • Tips to overcome self-pity and depression • Ways to prevent mental mistakes and "crossed wires" • How to "get it together" when you feel scattered and pulled in all directions • Ways to improve your outlook.
AUDIENCE:	Although the material in this program is geared toward women, the information covered is valuable for ALL employees.
LENGTH:	6 hours.

TITLE: **DAWN FLIGHT**

DESCRIPTION: In this award-winning film by Lawrence Lansburgh, a young glider pilot learns a lesson in self-awareness through a test of his personal and technical limits. Stunning aerial maneuvers, tree-top chases, and hair-raising pursuits through narrow rock canyons mark this sailplane adventure. The young pilot is pushed to his limit, eventually resolving the confrontation, and earning the freedom that comes with self-awareness.

Course contents:

1 videocassette.

Produced by Pyramid Media.

OBJECTIVES: After viewing this program you will understand how self-confidence, competitive drive, and maturity affect peak performance.

AUDIENCE: All interested employees.

LENGTH: 15 minutes.

TITLE:	INNER MANAGEMENT: THE IMPORTANCE OF SELF-ESTEEM
DESCRIPTION:	<p>Possessing high self-esteem improves the quality of your life and the effectiveness of your personal and professional relationships. This six part audiocassette program is presented by management consultant, Ken Blanchard, Ph.D., and writer/cultural anthropologist, Jennifer James, Ph.D. Together they explore the immense value of self-esteem, provide thought-provoking exercises to build your own self-esteem and that of others, and discuss how to commit to a life that continually builds inner strength and self-esteem.</p> <p><u>Course contents:</u> 6 audiocassettes.</p> <p>Produced by Blanchard Training and Development, Inc. and Jennifer James, Inc., 1989.</p>
OBJECTIVES:	<p>After completing this course you will have a better understanding of</p> <ul style="list-style-type: none"> • The importance of possessing high self-esteem • The four main sources that affect self-esteem • How to eliminate negative self-talk • Methods to use which build self-esteem • How to recognize and eliminate barriers to self-esteem • How to effectively change and maintain control of your perceptions toward building self-esteem.
PREREQUISITE:	This program complements Self-Esteem and Peak Performance , The Psychology of High Self-Esteem , and The Psychology of Achievement audiocassette training programs.
AUDIENCE:	Employees who want to enhance their own level of self-esteem and want to support or help to build the self-esteem of others.
LENGTH:	6 hours.

TITLE: **POWER OF VISUALIZATION**

DESCRIPTION: Visualization has helped millions of people achieve their goals, and it can be a powerful achievement tool for you too. Every major discovery in the history of ideas and science has been achieved through visualization...first, you have a thought picture, and then you translate it into action. In this audio seminar, Dr. Lee Poulos shows you that visualization is a powerful technology with specific steps and guidelines that when followed, produce measurable results.

Course contents:

6 audiocassettes

Action Guide (Reference only).

Produced by Nightingale Conant, 1993.

OBJECTIVES: After completing this program you will have learned

- "Image Streaming" exercises that will enhance your visualization capabilities and refine your directed power
- An 8-step model on setting goals and achieving them
- How to optimize the mind/body interface through the power of visualization
- The "Waking Dream" technique for creating the future and then making it come true
- Left-brain and right-brain exercises so your "full" brain is utilized to help overcome mental roadblocks.

AUDIENCE: Any individual wishing to increase their personal power through visualization techniques.

LENGTH: 4-8 hours.

TITLE: PSYCHOLOGY OF HIGH SELF-ESTEEM

DESCRIPTION: How you feel about yourself, what you think you are, affects virtually every aspect of your life. Positive self-esteem is the key to understanding yourself and others. This audiocassette series is designed and presented by Dr. Nathaniel Brandon, practicing psychotherapist for more than 30 years. Brandon presents tested strategies and exercises for building self-esteem.

Course contents:
6 audiocassettes.

Produced by Nightingale-Conant Corporation.

OBJECTIVES: After completing this program you will know how to

- Use the 4-step process that frees you from guilt
- Treat others with more respect and good will
- Become more innovative and less ritualistic in your work
- Overcome the lies which are most devastating to your self-esteem
- Build a support system with others who have a healthy self-esteem.

AUDIENCE: Interested employees.

LENGTH: 6 to 8 hours.

TITLE: **PSYCHOLOGY OF HUMAN MOTIVATION**

DESCRIPTION: To genuinely understand motivation...what it is, how you develop it in yourself and others, and how to use it when you need it...is the most important step toward taking charge of your personal realm of possibility. In fact, every year highly motivated individuals, teams, and companies push beyond "possibility" into accomplishments previously believed to be impossible. **The Psychology of Human Motivation**, authored by Denis Waitley, is a program created to bring together for the first time the best documented scientific research on this fascinating subject.

Course contents:

15 audiocassettes
Psych Up! Workbook.

Produced by Nightingale Conant, 1991.

OBJECTIVES: After completing this program you will understand

- How to overcome "learned helplessness" in yourself and others
- How to create mental maps that guarantee motivation and arrival of your goals
- How to improve your imagination and use it to fire-up motivation
- How to visualize your self-esteem and make it work for you
- How to seek out challenges that will enhance your abilities
- How to allocate your resources of time and energy to stay on track
- How to frame problems so that their solutions become clearer
- How to maintain motivation through the toughest conditions.

AUDIENCE: All interested employees.

LENGTH: 8 hours.

TITLE: **QUIET MIND**

DESCRIPTION: Living in this fast paced world, it is often difficult to remember who and what we truly are and what our purpose is. It is important to seek silence so we can create an environment for our minds where peace and tranquillity can be experienced. In this six part program, Dr. Gerald Jampolsky and Diane Cirincione offer practical methods for quieting the mind and experiencing both inner and outer success. They explain that while the active mind is busy analyzing and excluding, the quiet mind is tranquil. It is in this stillness that we can best alter our thinking and thereby change our world.

Course contents:
6 audiocassettes.

Produced by Nightingale Conant, 1989.

OBJECTIVES: After completing this program you will understand

- The importance of living calmly and serenely
- How to attain peace through relaxation
- Forgiveness is the key to happiness
- How to resolve conflict throughout the day
- How to enhance your creativity
- How to use positive images to impact your health
- The power of silence.

AUDIENCE: Any individual seeking more tranquillity in their life.

LENGTH: 3-6 hours.

TITLE:	SELF-ESTEEM AND PEAK PERFORMANCE
DESCRIPTION:	<p>How you feel about yourself affects every single aspect of your life. When self-esteem is high, you are more likely to reach your peak performance level in life. This audiocassette version of the live CareerTrack seminar presents specific skills which you can learn and use to maintain a high self-esteem. Presented by Jack Canfield, Self-Esteem Seminars.</p> <p><u>Course contents:</u> 6 audiocassettes.</p> <p>Produced by CareerTrack, Inc., 1989.</p>
OBJECTIVES:	<p>After completing this program you will understand</p> <ul style="list-style-type: none"> • How your beliefs affect your self-esteem • When to learn from criticism and when and how to ignore it • How to hold onto self-esteem after a failure • How to stand up for what you know is true • The techniques for strengthening relationships, setting goals, and recharging your energy and enthusiasm for your career.
PREREQUISITE:	This program complements The Psychology of High Self-Esteem and The Psychology of Achievement training programs.
AUDIENCE:	Anyone who wants to maintain or increase their self-esteem.
LENGTH:	6 hours.

TITLE: **HOW TO REALLY CREATE A SUCCESSFUL BUSINESS PLAN**

DESCRIPTION: No matter what your business is, you need a business plan. Without one, you could be limiting your company's growth. A well-written business plan will help you focus on your market, maintain your competitive edge, and keep your managers focused on the future. In this 40-minute video, you will hear from 7 entrepreneurs who discuss the realities of organizing and writing a successful business plan.

Course contents:

1 videocassette.

Produced by Inc. Magazine, 1992.

OBJECTIVES: After viewing this program you will understand

- The purpose of a business plan
- How to define a business plan
- Why a well written plan has become a requirement in starting or refinancing a business today
- How to define the 8 key sections of the business plan
- Tips on organizing and writing each section
- How to tailor your business plan for different audiences
- Who you should ask to critique your final plan.

AUDIENCE: Anyone who is interested in starting their own business.

LENGTH: 40 minutes.

TITLE: **HOW TO REALLY START YOUR OWN BUSINESS**

DESCRIPTION: This video presents a step-by-step, practical guide on how to really start your own business. Not theory or textbook, but the real-world version of how to create a successful business. Each video chapter delivers an essential lesson in plain English—no jargon, no obscure business terms. Everything is clearly defined and fully explained. Each lesson is highlighted with straightforward, no-nonsense advice from entrepreneurs who have made it big, such as Frank Carney of Pizza Hut and Mo Siegal of Celestial Seasonings. It also offers practical and timely advice from others who are just starting out.

Course contents:

1 videocassette.

Produced by Inc. Magazine, 1987.

OBJECTIVES: After viewing this program you will understand how to

- Test your business idea
- Protect your idea from competitors
- Attract, hire, and keep good people
- Structure your business
- Manage your cash flow
- Get the money you need
- Create a business plan that works for you
- Start out on the right foot
- Look ahead and plan for the future of your business.

AUDIENCE: Anyone thinking about starting a business.

LENGTH: 2 hours.

TITLE: **HOW TO SUCCEED IN A HOME BUSINESS**

DESCRIPTION: Is working at home right for you? How can you combine workstyle with lifestyle? This video will show you how to run a business from home and achieve the freedom of being your own boss. Learn from 5 successful entrepreneurs who run their business from home, including catering, executive recruitment, marketing, Avon sales, and more.

Course contents:

1 videocassette.

Produced by Inc. Magazine, 1987.

OBJECTIVES: After viewing this program you will understand how to

- Evaluate a home-based business
- Establish your financial cushion and credit, set up recordkeeping and insurance
- Check into zoning and permits
- Get your home and family ready
- Use technology to run your business efficiently and present a professional image
- Determine your business's image and market that image
- Value your product or service
- Minimize taxes with allowable deductions
- Deal with motivation, boredom, loneliness, and frustrations
- Determine whether or not your business should grow out of the home.

AUDIENCE: Anyone interested in starting a home business.

LENGTH: 70 minutes.

TITLE:	WOMEN IN BUSINESS: RISKS AND REWARDS
DESCRIPTION:	<p>Although the nuts and bolts of growing a business are the same for men and women, many of the greatest frustrations and conflicts are unique to entrepreneurial women. This video provides advice and perspective from women who have faced the challenges and achieved success. You will meet 5 women, each with her own valuable insights and experiences, who own and run companies as diverse as real estate, construction, fitness centers, and more. You'll also pick up tips from women of the <u>Inc.</u> 500, the fastest growing private companies in America.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by Inc. Magazine, 1987.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> • What it takes to start and run a business • How to find support and advice • How to obtain financing • How to pick a good team • How to build credibility and be taken seriously • How to project the right image • How to stay focused on the goal • What it means to "be the boss" • How to manage people and delegate • How to "have it all" • How to stay focused on the goal.
AUDIENCE:	Although geared toward women, this program is useful for anyone interested in starting their own business.
LENGTH:	76 minutes.

TITLE: **GAINING CONTROL**

DESCRIPTION: This program presents the "Control Model of Behavior" introduced in the book **Gaining Control** by Robert F. Bennett. The Control Model is a simple decision-making, stress-reducing process which helps you define your needs and then recognize the choices available for you to meet those needs. These principles can lead to more effective problem-solving, better personal or management decisions, and more success dealing with difficult work or family relationships.

Course contents:

1 videocassette.

Produced by The Franklin Institute, 1988.

OBJECTIVES: After viewing this program you will understand

- The principles behind the Control Model of Behavior
- The five elements of the Control Model: needs, beliefs, rules, behavior patterns, and results
- How the Control Model affects behavior
- How the responsibility of behavior is put upon the individual.

AUDIENCE: Employees interested in learning about and using a specific decision-making process.

LENGTH: 90 minutes.

TITLE:	MANAGING JOB STRESS SERIES
DESCRIPTION:	<p>This is a comprehensive six-part stress management course that takes aim at a universal problem: work-related stress. Each course topic will provide you with specific skills you can use to reduce the effects of that particular stressor. This course can be used by individuals or incorporated into a group training and discussion program. The six modules of this program are:</p> <ol style="list-style-type: none"> 1. Handling Workplace Pressure 2. Clarifying Roles and Expectations 3. Controlling the Workload 4. Managing People Pressures 5. Surviving the Changing Workplace 6. Balancing Home and Work <p><u>Course contents:</u> 6 videocassettes Viewer Guides Leader's Guides (reference only).</p> <p>Produced by Whole Person Associates, 1994.</p>
OBJECTIVES:	<p>After completing this program you will</p> <ul style="list-style-type: none"> • Be able to identify stressors in your life • Discover new coping strategies • Learn new, healthy routines and habits • Take concrete steps toward change.
AUDIENCE:	Any employee or work group needing skills for managing job-related stress.
LENGTH:	Each tape: 15-20 minutes.

TITLE: **MANAGING STRESS**

DESCRIPTION: Often, problems such as job burn-out, illness, and absenteeism can be traced to the stress in our lives. Although life cannot be made stress-free, our reactions to stress can be controlled. The crippling, sometimes killing effects of stress can be reduced by following the logic of this program. Based on in-depth research, **Managing Stress** is highly motivational, offering solutions that really give people a handle on stress. Topics covered include: opening communication lines, involving employees in decision-making, learning to delegate, establishing priorities, and staying healthy.

Course contents:

1 videocassette.

Produced by CRM Films, 1991.

OBJECTIVES: After viewing this program you will be able to

- Understand the origins and physiology of stress
- Identify the common sources of stress in both the work place and your personal life
- Evaluate your capacity to cope with stress according to individual personality type
- Apply a number of stress-coping techniques
- Alleviate stressful situations in your organization.

AUDIENCE: All employees.

LENGTH: 26 minutes.

TITLE:	MANAGING STRESS THROUGH HUMOR AND CHOICE With Loretta LaRoche
DESCRIPTION:	<p>A one-of-a-kind specialist in stress management, Loretta LaRoche helps you get a handle on your stress. Behind her irreverent, unconventional, and just plain funny style, Loretta has successfully found a way to make cognitive therapy (rethinking the way you think) accessible, and in so doing, help put your life back into perspective. Have fun as you are enlightened and enriched.</p> <p>Loretta LaRoche works with the Mind/Body Medical Institute, an affiliate of CareGroup and Harvard Medical School. She is an international consultant in the field of personal development and stress management using humor. She is also the author of the book, “Relax, You May only Have a Few Minutes Left”, and the PBS special of the same name.</p> <p><i>Be forewarned</i>—Loretta is very frank with her opinions regarding stress management. Her straightforward approach and language might be considered offensive by some.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by Aquarius Healthcare Videos & The Humor Potential, Inc., 1997.</p>
OBJECTIVES:	<p>After viewing this program you will</p> <ul style="list-style-type: none"> • Discover ways to put the joy back into your life • Understand how to identify the physical and emotional responses to stress • Learn the thought patterns that make you humorless and crazy • Discover ways to rethink all those things you think you “should” and “must” do • Explore ways to become “stress hardy”.
AUDIENCE:	Anyone wishing to reduce the stress and increase the joy in their lives.
LENGTH:	50 minutes.

TITLE: STRESS: A PERSONAL CHALLENGE

DESCRIPTION: This videotape program demonstrates how you can make use of stress to rise to new levels of creativity and performance. You will be challenged to welcome stress and to learn to use it as a tool for discovering your own creative energies and personal resources.

Course contents:

- 1 videocassette
- Participant guide.

Produced by Stress Center, Department of Health Promotion, St. Louis University.

OBJECTIVES: After viewing this program you will be more aware of

- The necessary role which stress plays in your life
- The affects of stress on your health, creativity and productivity
- The need to recognize your own personal stress level
- Self-inflicted stress situations
- The need to develop a constructive outlet(s) for relieving stress.

AUDIENCE: All employees.

LENGTH: 30 minutes.

TITLE: **STRESS MANAGEMENT FOR PROFESSIONALS**

DESCRIPTION: Everyone faces stress. It's a fact of life. What you do with it makes the difference between enjoying your life or resenting it; between being challenged or being overwhelmed. We are all pressured by demands and the pace of our busy lives. Some are able to master this pressure and some don't, but the trick is to take charge.

In this audiocassette program, Roger Mellot addresses the subject of stress from a refreshing commonsense point of view, helping you learn how to function with stress, as well as how to reduce it. You'll learn how to feel better about yourself and become less vulnerable to stressful situations.

Course contents:

Six audiocassettes.

Produced by CareerTrack Publications, Inc., 1991.

OBJECTIVES: After completing this program you will be able to

- Manage stress at work and at home
- Solve problems that once would have stymied or immobilized you
- Increase your energy as you decrease the stress of difficult people
- Enjoy life more with renewed self-confidence
- Look, feel, and perform better, both physically and emotionally.

AUDIENCE: Any employee who wishes to control the effects of stress in their life.

LENGTH: 6 hours.

TITLE:	STRESS MANAGEMENT FOR WOMEN
DESCRIPTION:	<p>Women have unique sources of stress in their lives – multiple-role conflicts, an inability to say "no" to colleagues or family members, perfectionism, the need to prove yourself, the need to "do it all." This program gives strategies to get through these stressful situations and more.</p> <p><u>Course contents:</u> 4 audiocassettes Workbook.</p> <p>Produced by Nightingale-Conant, Corp., 1994.</p>
OBJECTIVES:	<p>After listening to this program you will understand</p> <ul style="list-style-type: none"> • How to tell if stress is seriously affecting your energy and performance • The four stages of burnout and strategies to counter them • How to minimize the stressful effect other people have on you • How to determine your stress level psychologically, situationally and physiologically • How to redefine a stressful situation in a positive way • Methods to combat seven common, chronic workplace stressors • Four steps for managing conflict and getting cooperation • How to stop doing a little bit of everything and focus on some of your important priorities • Guidelines for controlling perfectionism • How to overcome procrastination • Ten ways to protect your health • Techniques for evoking the relaxation response.
AUDIENCE:	Although geared towards dealing with women's stressors, the problems and solutions presented in this program are applicable to everyone.
LENGTH:	3 hours.

TITLE: **STRESS SKILLS FOR TURBULENT TIMES**

DESCRIPTION: It's how you handle stress that makes the difference between being challenged and being overwhelmed. This program shows you how to reduce stress, and how to function with it by keeping your energy level high, maintaining your composure under pressure, relaxing and renewing yourself when you feel frazzled, and balancing work and home life.

With more than 20 years' experience researching job stress and a private practice in which he's counseled hundreds of women, Roger Mellott has developed an in-depth understanding of the stressors affecting today's working woman.

Course contents:
4 audiocassettes.

Produced by CareerTrack, Inc., 1995.

OBJECTIVES: After listening to this program you will understand

- How to recognize and eliminate harmful habits that cause you daily stress
- The 2 main barriers that keep you from managing stress effectively, and how to break through them
- The latest strategies for overcoming anger, depression, sadness and fear
- How to free yourself from stress-inducing "approval addiction"
- How to handle criticism in a way that builds your credibility - and keeps you from getting down on yourself
- How to keep your energy level high throughout the day
- How to keep your composure and make better decisions under pressure.

AUDIENCE: Although geared towards dealing with women's stressors, the problems and solutions presented in this program are applicable to everyone.

LENGTH: 4 hours, 47 minutes.

TITLE: **STRESS: YOU'RE IN CONTROL**

DESCRIPTION: Although stress can be an energizing force in moderation, it can also attribute to decreased motivation throughout the workforce. End results often equate to increased absenteeism and health care costs in businesses today. This videotape program describes the most common on-the-job stress producing situations, warning signs of too much stress, and presents how to gain control by using stress reduction techniques.

Course contents:

- 1 videocassette
- Leader's Guide (reference only).

Produced by American Media Incorporated, 1991.

OBJECTIVES: After completing this program you will be more aware of

- On-the-job stress producing situations
- Warning signs of too much stress
- How to take a stress inventory
- How to control your time more effectively
- How to improve communication with co-workers
- How to improve self-talks.

AUDIENCE: Interested employees.

LENGTH: 23 minutes.

TITLE: **SUCCESS WITH STRESS VIDEO SERIES**

DESCRIPTION: **1. Take Charge of Your Life**
Stress is a fact of life. Too much stress can break down a person's physical, mental, and emotional health. In this session, you'll learn how identifying values, making commitments, and personal planning can help you manage the stress in your life.

2. Get Ready for Change
You can't stop change, but you can prepare for it. Instead of being caught short by the current rapid changes in the job market, technology, and society, you can prepare for change mentally, emotionally, and physically. Change is inevitable. Being ready for it is a choice.

3. Build Healthy Relationships
Although relationships with family, friends, and coworkers are essential, they can also be difficult. In this session you'll learn the importance of developing a community of friends for mutual support.

4. Manage a Fast-Paced Life
Living in the fast lane offers excitement and challenge, but when the pressures of life pile up, it's easy to spend energy on things that don't matter. By refocusing on priorities and goals that reflect personal values, you can live a more satisfying life.

5. Replace Self-Defeating Behaviors
Everyone develops coping strategies to help manage stress: some are excellent, others are actually dangerous. In this session, you'll learn to identify self-defeating behaviors by reflecting on your values and current coping patterns.

6. Develop New Stress Skills
If you develop good stress management skills, you can emerge from stressful times feeling less overwhelmed, even healthy and happy. In this session, you'll discover the benefits of learning and practicing a variety of coping skills for dealing with stress.

Course contents:

- 6 videocassettes
- 6 Leader's Guides (reference only).

Produced by Whole Person Associates, 1999.

AUDIENCE: Anyone wishing to minimize the negative effects of stress.

LENGTH: Each tape: 20 minutes.

TITLE: **WELLAWARE: CHOOSE WELLNESS**

DESCRIPTION: The choices you make in life, whether to exercise, how to work, eat and drink, love and live, become your lifestyle. These choices eventually determine the quality of your life and your overall well-being. This videotape program will help you to discover what wellness means to you and how to make the best choices toward getting the components of your lifestyle back in balance. First of a three-part WELLAWARE series.

Course contents:

- 1 videocassette
- Viewer booklet.

Produced by Whole Person Associates, Inc., 1989.

OBJECTIVES: After completing this program you will be more aware of the

- Basics of a lifestyle that leads to health and enjoyment of life
- Importance of personal responsibility
- Four key areas of a wellness lifestyle: exercise, nutrition, stress management, and relationships
- Areas in your own lifestyle where you would like to make improvements
- Ways to make desired lifestyle changes.

AUDIENCE: Anyone who wishes to become more aware of and obtain ideas about how to enhance their current lifestyle.

LENGTH: 30 minutes.

TITLE: **WELLAWARE: PERSONAL ENVIRONMENT**

DESCRIPTION: The quality of your home life, work, and personal relationships can determine the state of your health and quality of your life. The hectic pace of your life may mean that you often end up reacting to your surroundings rather than creating them. This videotape will help you learn how to shape a more nurturing home environment, workplace, and personal relationships. Second of a three-part WELLAWARE videotape series.

Course contents:

- 1 videocassette
- Viewer booklet.

Produced by Whole Person Associates, Inc., 1989.

OBJECTIVES: After completing this program you will understand

- The importance of personal environment in overall wellness
- That "personal environment" consists of home and work settings, as well as the relationships we form in each
- The fact that you can shape your environment to suit your needs
- How to assess the quality of your personal environments
- How to create a plan for improving your personal environments, especially with increasing the support you receive from your personal relationships.

AUDIENCE: Anyone who wishes to become more aware of and obtain ideas about how to enhance their current lifestyle.

LENGTH: 30 minutes.

TITLE:	WELLAWARE: MOTIVATION FOR CHANGE
DESCRIPTION:	<p>This videotape program goes beyond the basics of "wellness" toward encouraging you to examine your values and to what extent you are making your life "count." The premise of this program is that the foundation of total life satisfaction springs from awareness of individual values, needs, and taking charge of one's own life. Third program in a three-part WELLAWARE videotape series.</p> <p><u>Course contents:</u> 1 videocassette Viewer booklet.</p> <p>Produced by Whole Person Associates, Inc., 1989.</p>
OBJECTIVES:	<p>After completing this program you will understand</p> <ul style="list-style-type: none"> • That wellness REQUIRES change • How best to identify personal motivators and reasons for making changes • That you can be in charge of your own life by setting goals wisely, building rewards into the process, enlisting important people for support, and taking personal responsibility for the entire process • How to find more meaning in your life.
AUDIENCE:	Anyone who wishes to become more aware of and obtain ideas about how to enhance their current lifestyle.
LENGTH:	30 minutes.

TITLE: **COCAINE UPDATE**

DESCRIPTION: Cocaine was once considered to be a harmless, even useful stimulant. Most medical experts now believe cocaine to be one of the most devastating and powerfully addictive substances known to man. This videotape program addresses the devastating impact of cocaine on the human brain and body. This is an excellent tool for cocaine addiction treatment, drug education programs and general public information.

Course contents:

1 videocassette.

Produced by Gary Whiteaker Corporation.

OBJECTIVES: After viewing this program you will understand

- How cocaine works inside the human brain to produce its effects
- The effects on the human body
- The destructive addiction that results
- Withdrawal symptoms
- Different methods of cocaine usage and its direct effects on the body
- Behavior patterns of a cocaine user.

AUDIENCE: Interested employees or work groups.

LENGTH: 33 minutes.

TITLE: **DISEASE OF ALCOHOLISM**

DESCRIPTION: Dr. David Ohlms, a prominent physician in the area of alcohol and substance abuse, presents current research findings which indicate that alcoholism is a primary disease such as cancer, diabetes, etc. Emphasis is placed on the fact that this is a progressive disease with several identifiable stages, each with specific, reliable signs and symptoms.

Course contents:

1 videocassette.

Produced by the Gary Whiteaker Corp., 1991.

OBJECTIVES: After viewing this program you will have

- Familiarity with the disease concept of alcoholism
- Understanding of the signs and symptoms of alcoholism.

AUDIENCE: Managers and employees who require or seek additional information about current issues regarding alcoholism.

LENGTH: 28 minutes.

TITLE: **EAP VIDEO LECTURE SERIES**

DESCRIPTION: The LeRC Employee Assistance Program (EAP) Wellness Lecture Series contains a variety of videotaped informational lectures, each one addressing a personal or family related topic. In adhering to the NASA Lewis philosophy, offering an EAP service not only allows employees to receive help in working toward resolving their personal concerns but also enables them to be more productive and effective at work in the long term. Professional and confidential assistance is extended to all NASA civil servants and their families experiencing personal and/or family difficulties at no cost to them.

Employees have a choice in contacting either the internal or external source to receive EAP services. The on-site Employee Assistance Manager is located in Building 15 and can be reached at 443-2989; or they may contact EASE, the support service contractor, at 214-3273. Call the LeRC EAP today, even if you are wondering if you have a personal or family problem.

The following videotape lectures are currently available:

- Couples Communicating
- Single Parenting in the 90's
- Parenting Teenagers
- Enabling
- Signs and Symptoms of Alcoholism
- Signs and Symptoms of Chemical Dependency
- Emotional Issues of Being a Caregiver
- Wellness/Retirement Seminar.

Course contents:

1 videocassette each lecture.

Videotaped live at NASA Lewis Research Center.

OBJECTIVE: The purpose of this series is to educate and empower employees by providing them with current, accurate information that will enable them to take an active role in improving their lives.

LENGTH: Each program: 1-2 hours.

TITLE:	FAMILY FIRST: AN INTRODUCTION TO CO-DEPENDENCY
DESCRIPTION:	<p>Terri Rodriguez Ohlms, M.S.W., describes the issues of co-dependency in general and, more specifically, in relation to the alcoholic family situation. Emphasis is placed on the lack of predictability in the alcoholic context, the predominant distorted messages of love, and the pain and stress experienced by family members in trying to maintain the family. A brief role play is presented to demonstrate the evolution of co-dependency in the alcoholic family unit.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by the Gary Whiteaker Corp., 1992.</p>
OBJECTIVES:	<p>After viewing this program you will better understand that</p> <ul style="list-style-type: none"> • Co-dependency involves the "enabling" of an individual to continue his/her destructive alcoholic behavior • "Alcoholism in the family" means that the disease of alcoholism affects the entire family unit • The distorted messages of self-sacrifice and loyalty are associated with pain, rather than love, in a co-dependent family.
AUDIENCE:	Interested employees or those presently involved in a co-dependent situation.
LENGTH:	18 minutes.

TITLE:	GETTING OFF THE HOOK Managing Employees with Alcohol or Other Drug Problems
DESCRIPTION:	<p>Almost every manager and supervisor in America has been told what to do about employees abusing alcohol or other drugs in the workplace. The Federal Guidelines clearly spell out the five steps: recognition, documentation, action, referral, and reintegration. This videotape program deals with the REALITIES of these guidelines. It demonstrates how human relations can obscure the issue by creating a barrier that stands in the way of that first essential step of recognition. This barrier, also referred to as enabling, happens when the manager's well-intended desire to be protective inadvertently results in concealing, denying, or excusing poor job performance that is caused by the abuse of alcohol or other drugs.</p> <p><u>Course contents:</u> 1 videocassette Participant Handout Facilitator Guide (reference only).</p> <p>Produced by American Management Association, 1991.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> • How to focus on alcohol or other drug abuse as a job performance issue, NOT a moral or social issue • Patterns of behavior that help managers, supervisors, and union officials recognize alcohol and other drug problems much earlier • How to cut through enabling to take the vital corrective steps.
AUDIENCE:	All supervisors, managers, and union officials.
LENGTH:	25 minutes.

TITLE: **MARIJUANA**

DESCRIPTION: Dr. Ohlms clearly and simply explains the physical and psychological hazards of marijuana use. This production is an excellent tool for marijuana addiction treatment, drug education programs and general public information.

Course contents:
1 videocassette.

Produced by Gary Whiteaker Corporation.

OBJECTIVES: After viewing this program you will understand

- The mechanics of smoking marijuana
- How marijuana works inside the brain to produce its effects
- Positive and Negative effects of the chemical THC found in marijuana
- Addiction symptoms
- Withdrawal symptoms
- Treatment.

AUDIENCE: Interested employees or work groups.

LENGTH: 34 minutes.

TITLE: **NICOTINE ADDICTION**

DESCRIPTION: The psychological discomfort of adolescence, among other things, continues to lead millions into nicotine addiction. In this videotape, counselor Juanita Krelsbach describes how nicotine addiction develops, both emotionally and physiologically. Ideal for smoking cessation programs.

Course contents:

1 videocassette.

Produced by Gary Whiteaker Corporation.

OBJECTIVES: After viewing this program you will understand

- The emotional and physiological effects on the life style of an individual addicted to nicotine
- The effects nicotine has on the brain
- How nicotine can be considered a "Gateway Drug"
- Withdrawal symptoms
- Why people relapse.

AUDIENCE: Interested employees or work groups.

LENGTH: 41 minutes.

TITLE: **NO BUTTS**

DESCRIPTION: Despite years of health warnings, tens of millions of Americans continue to smoke. During this powerful videotape program, Dr. James "Red" Duke, a Texas surgeon, examines the pleasures behind smoking, both psychological and physical. He reveals the newest and hardest facts about second-hand smoke and the effects of parental smoking on children. **No Butts** also looks at successful, realistic strategies for quitting the habit for good, including how family and friends can be valuable support systems in the process.

Course contents:

1 videocassette.

Produced by WGBH, Boston as part of the **Bodywatch** health series; MTI Film & Video, 1987.

OBJECTIVES: After completing this program you will be more aware of

- The medical risks of smoking to both smokers and "passive" smokers
- Realistic methods by which smokers can quit smoking
- How valuable the support of friends and family can be when attempting to quit smoking.

AUDIENCE: All interested employees.

LENGTH: 30 minutes.

TITLE: **RELATIONSHIPS IN RECOVERY**

DESCRIPTION: Many of the initial expectations held by family members of a chemically dependent individual are somewhat unrealistic after a successful intervention. Re-integration into the family can be a long and often difficult process because change is an important part of recovery and we are, by nature, uncomfortable with change. The facilitator, Meg Haycraft, M.S.W., addresses the most common issues and potential barriers experienced by the family in a recovery situation.

Course contents:

1 videocassette.

Produced by the Gary Whiteaker Corp., 1992.

OBJECTIVES: After viewing this program you will

- Understand that the recovery process is a long and often difficult one because much of recovery involves unlearning rather than learning
- Understand why relationships will be different after intervention
- Be able to identify common issues and barriers experienced during recovery.

AUDIENCE: Interested employees.

LENGTH: 29 minutes.

TITLE: **WE CAN HELP 2000**

DESCRIPTION: One of the most important responsibilities of managers is to maintain morale, productivity, and positive attitudes of employees. This task becomes difficult when personal problems directly impact levels of individual performance on the job. Information is presented on how to evaluate unusual workplace behavior exhibited by employees, how to spot and document declines in performance, and how to effectively respond to troubled employees.

Course contents:

1 videocassette.

Produced by the Gary Whiteaker Corp., 1992.

OBJECTIVES: After viewing this program you will be able to

- Identify and document specific changes in behavior by keeping individual files noting date, time, and detailed descriptions of the incident
- Identify and document declines in performance also noting date, time, and support information demonstrating the decline
- Understand the differing responses to stress.

AUDIENCE: Managers, supervisors, or other interested employees.

LENGTH: 18 minutes.

TITLE: **WORKPLACE CO-DEPENDENCY**

DESCRIPTION: Co-workers routinely enable each other to continue nonproductive behaviors associated with alcohol/drug use and addiction. This videotape program will explain how enabling behavior can be detected and discouraged.

Course contents:
1 videocassette.

Produced by Gary Whiteaker Corporation.

OBJECTIVES: After viewing this program you will understand

- The role of a co-worker involved around another co-worker associated with alcohol/drug use and addiction
- How to identify problems associated with co-worker alcohol/drug abuse on the job
- The emotional repercussion
- Solution to workplace co-dependency.

AUDIENCE: Interested employees or work groups.

LENGTH: 20 minutes.

TITLE:	WORKPLACE DRUG ABUSE TRAINING FOR SUPERVISORS AND MANAGERS
DESCRIPTION:	<p>This is a comprehensive training video which includes medical explanations of the impact of the most commonly abused drugs: cocaine, marijuana, amphetamines, PCP and opiates. A Drug Enforcement Administration agent explains the most common methods of concealment and the dangers and behaviors associated with drug use. An attorney explains the proper and legally effective methods of documentation and intervention. The paraphernalia of drug use and the drugs themselves are shown and identified. Methods of detection and documentation are explained.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by Gary Whiteaker Corporation.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> • Behavioral symptoms of drug abuse • Effective methods of detection, documentation, and intervention • Drug paraphernalia and methods of concealment.
AUDIENCE:	Supervisors, managers, work groups or interested employees.
LENGTH:	56 minutes.

TITLE: **WORKPLACE ALCOHOL/DRUG TRAINING I**

DESCRIPTION: This videotape program is a general discussion of workplace drug use and abuse issues covering cocaine, marijuana, amphetamines, PCP, opiates and prescription drugs. This is an excellent tool for alcohol/drug treatment, drug education programs, and general public information.

Course contents:

1 videocassette.

Produced by Gary Whiteaker Corporation.

OBJECTIVES: After viewing this program you will understand

- How alcohol/drug abuse is an expense to an organization
- The effect alcohol/drugs have on the brain and body
- How working under the influence of any alcohol/drug is dangerous in the work environment
- Behavior patterns
- Withdrawal symptoms
- Treatment.

AUDIENCE: Interested employees or work groups.

LENGTH: 56 minutes.

TITLE:	WORKSHOP FOR MANAGERS & SUPERVISORS (DRUGS IN THE WORKPLACE)
DESCRIPTION:	<p>This program attempts to educate managers on how devastating chemical dependency is on an individual. Dr. David Ohlms demonstrates how the physical, emotional, and mental effects experienced by a worker will inevitably impact industry through absenteeism, lost productivity, and increased on-site accidents or fatalities. Information concerning the most popular drugs of choice; alcohol, marijuana and cocaine, is presented and discussed. The video also emphasizes that our attitude toward addicts needs to change in order to retain good, productive workers in the workplace.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by the Gary Whiteaker Corp., 1992.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> • How serious and extensive drug use is in the workplace today • The physical, emotional, and mental effects that drug use has on the worker • How chemical dependency directly impacts the workplace through absenteeism, lost productivity, and increased accidents • Good, productive workers with a chemical dependency are not expendable, but merely ill, and can be successfully treated through participation in an EAP program.
AUDIENCE:	Managers, supervisors, work groups, or any interested employee.
LENGTH:	55 minutes.

TITLE: CONTROLLING INTERRUPTIONS

DESCRIPTION: Eliminating interruptions is tough, but the fact is, you must do so in order to produce results. This program will teach you how to block, delegate, and prioritize interruptions so that everything gets handled and you can concentrate on important projects. You'll learn tactful ways to keep your co-workers from stealing your time, screen phone calls without offending people, and demand the quiet time you need.

Course contents:

1 videocassette.

Produced by CareerTrack Publications, Inc., 1992.

OBJECTIVES: After viewing this program you will understand

- Which intrusions you can control and what to do about those you can't
- A powerful 3-step process for controlling interruptions
- How to use "sampling" to predict who will interrupt so you can take precautions
- The "backbone" technique for eliminating interruptions.

AUDIENCE: Any employee who wishes to gain better control of their time.

LENGTH: 1 hour.

TITLE: **DOING IT NOW**

DESCRIPTION: Procrastination is not something one is born with, but it is a bad habit that can be changed. This audiocassette program is designed to help you cure procrastination habits and more effectively manage your time. Includes methods for developing a game plan, overcoming fear, raising energy levels, establishing an action environment, using reinforcement principles, managing time, and using visible reminders.

Course contents:

Six audiocassettes
Workbook.

Produced by Simon and Schuster, 1987.

OBJECTIVES: After completing this program you will understand how to

- Organize tasks
- Choose an anti-procrastination game plan
- Overcome fear of failure or success
- Increase decision-making skills.

AUDIENCE: Employees needing to break the habit of procrastination.

LENGTH: 6 to 8 hours.

TITLE:	FRANKLIN DAY PLANNER: AN INTRODUCTION
DESCRIPTION:	<p>The Franklin Day Planner (FDP) is a popular calendar, time management, and planning tool used by many employees at LeRC. This videotape is an introduction for new or prospective users of the Planner. Videotaped live at one of Franklin Institute's "Focus on Time Management" seminars, the program covers the key time management principles of planning, values, control, and prioritizing. Also covered is the day-to-day use of the FDP and how to assemble the various sections of the Planner. This program does NOT cover the values and goals portion of the live seminar.</p> <p><u>Course contents:</u> 1 videocassette Participant handout.</p> <p>Produced by The Franklin Institute, Inc., 1988.</p>
OBJECTIVES:	<p>After viewing this program you will understand</p> <ul style="list-style-type: none"> · Importance of planning and prioritizing · Three keys to success in using the FDP · Mechanics and assembly of the Planner.
AUDIENCE:	New users of the Franklin Day Planner OR those who are considering using it and need to know if it will fit their needs.
LENGTH:	90 minutes.

TITLE: **GETTING THINGS DONE**

DESCRIPTION: This program, by author Ed Bliss, presents his career boosting seminar on self-management. The program covers topics such as productivity habits, concentration, creativity, and delegation.

Course contents:
2 videocassettes.

Produced by CareerTrack Publications, 1985.

OBJECTIVES: After completing this program you will understand

- The psychology behind where time is spent
- How to handle people who waste your time
- How to make meetings more productive
- How to say "no" and mean it
- How to set achievable goals.

AUDIENCE: Any employee wishing to improve personal productivity.

LENGTH: 4 hours.

TITLE:	OVERCOMING PROCRASTINATION
DESCRIPTION:	<p>We all have our reasons to procrastinate. It's a way to escape unpleasant tasks, get someone else to do them, or avoid failure. Whatever the cause, the results of procrastination are the same: frustration, anxiety, missed deadlines, and lost opportunities. This video program will give you a simple strategy to help achieve your dreams and goals by getting an immediate start on your highest priorities.</p> <p><u>Course contents:</u> 1 videocassette.</p> <p>Produced by CareerTrack, 1992.</p>
OBJECTIVES:	<p>After completing this program you will</p> <ul style="list-style-type: none"> · Understand why and when you procrastinate · See the price you pay by procrastinating · Apply a proven powerful strategy for getting started on all your tasks promptly and enthusiastically.
AUDIENCE:	Any interested employee.
LENGTH:	60 minutes.